

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Housing Address: [Insert Full Address of Housing Unit]

Subject: Notice to Vacate Employee Housing

Dear [Employee Name],

Following the termination of your employment with [Company Name], effective [Last Day of Employment], this letter serves as formal notice to vacate the employee housing provided to you as a condition of your employment.

According to your Employment Agreement and/or Housing Agreement, eligibility for company-provided housing ceases upon the termination of your employment. You are required to fully vacate the premises located at the address above no later than **[Insert Time]** on **[Insert Vacate Date]**.

Prior to your departure, please ensure the following:

- All personal belongings are removed from the premises.
- The unit is cleaned and returned to its original condition (excluding normal wear and tear).
- All keys, gate remotes, and security fobs are returned to [Insert Department/Person Name].
- A final walk-through inspection is scheduled for [Insert Date/Time].

Any personal property remaining in the unit after the move-out date will be considered abandoned and handled in accordance with local laws and company policy. Failure to vacate by the specified date may result in legal action.

Please contact [Name of Contact Person] at [Phone Number/Email] if you have questions regarding the move-out process.

Sincerely,

[Your Name]

[Your Title]

[Company Name]