

Date: [Insert Date]

To: [Employee Name]

Address: [Property Address/Unit Number]

Subject: NOTICE TO VACATE DUE TO TERMINATION OF EMPLOYMENT

Dear [Employee Name],

This letter serves as formal notice that your right to occupy the company-provided housing located at [Insert Address] has expired following the end of your employment with [Company Name] on [Insert Last Day of Work].

In accordance with your employment agreement and housing policy, you are required to vacate the premises no later than [Insert Move-Out Date] at [Insert Time].

Before your departure, please ensure the following:

- All personal belongings are removed from the property.
- The unit is cleaned and returned to its original condition.
- All keys and access cards are returned to [Insert Department/Person].

A final inspection of the property will be conducted on [Insert Inspection Date]. Please contact [Insert Contact Name] at [Insert Phone/Email] to schedule this walkthrough or to arrange the handover of keys.

Failure to vacate by the date specified above may result in legal action to recover possession of the property.

Sincerely,

[Your Name]

[Your Title]

[Company Name]