

DATE: [Insert Date]

TO: [Employee Name]

ADDRESS: [Insert Property Address/Unit Number]

RE: NOTICE TO VACATE EXPIRED EMPLOYEE HOUSING

Dear [Employee Name],

This letter serves as formal notice that your right to occupy the premises located at [Insert Address] has expired due to the termination of your employment with [Company Name], effective [Insert Employment End Date].

Per your Employee Housing Agreement, your occupancy was contingent upon your active employment. Since your employment has ended, you are required to vacate the premises no later than [Insert Move-Out Time] on [Insert Move-Out Date].

Move-Out Requirements:

- Remove all personal belongings from the unit.
- Ensure the unit is clean and in the same condition as when you moved in.
- Return all keys, fobs, and parking permits to [Insert Location/Person].
- Complete a final walk-through inspection with management.

Failure to vacate by the date specified above may result in legal action to recover possession of the property and any applicable costs or damages.

Please contact [Insert Name] at [Insert Phone/Email] to schedule your final inspection or if you have any questions regarding this notice.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]