

DATE: [Current Date]

TO: [Employee Name]

ADDRESS: [Rental Unit Address/Room Number]

RE: NOTICE TO VACATE DUE TO EXPIRATION OF EMPLOYEE HOUSING

Dear [Employee Name],

This letter serves as formal notice that your right to occupy the premises located at [Address] is scheduled to expire on [Termination Date].

As stipulated in your Employee Housing Agreement, your eligibility for company-provided housing is contingent upon your employment status. According to our records, your housing eligibility is expiring due to:

[Insert Reason: e.g., End of seasonal contract / Termination of employment / Completion of internship]

VACATE DATE: You are required to vacate the premises and remove all personal belongings no later than [Time] on [Date].

MOVE-OUT REQUIREMENTS:

- Remove all personal property and trash.
- Ensure the unit is clean and in the same condition as when you arrived.
- Return all keys and access cards to [Department/Location].
- Complete a final walkthrough inspection with [Manager Name/Maintenance].

Failure to vacate by the specified date may result in legal action or the assessment of daily holdover fees as outlined in your agreement.

Please contact [Contact Name] at [Phone Number/Email] to schedule your move-out inspection or if you have any questions regarding this notice.

Sincerely,

[Your Name]

[Your Title]

[Company Name]