

**Date:** [Date of Notice]

**To:** [Employee Name]

**Address:** [Housing Unit Address/Room Number]

**Subject: Thirty-Day Notice to Vacate Due to Expiration of Employee Housing**

Dear [Employee Name],

This letter serves as formal notification that your occupancy of the employee housing provided by [Company Name] will terminate in thirty (30) days.

Your eligibility for company-provided housing is expiring due to [reason, e.g., end of employment contract / completion of seasonal term / transition of housing policy]. Pursuant to your housing agreement, you are required to vacate the premises no later than **[Date - 30 days from now]**.

Please ensure the following steps are completed by the move-out date:

- Remove all personal belongings from the unit.
- Clean the premises and remove all trash.
- Return all keys and access cards to [Department/Person].
- Schedule a final walk-through inspection with [Name/Title].

Any personal property remaining after the move-out date will be considered abandoned and handled according to company policy and local laws.

If you have any questions regarding this notice or the move-out process, please contact [Contact Name] at [Phone Number/Email] as soon as possible.

Sincerely,

[Your Name]

[Your Title]

[Company Name]