

Termination of Office Space Lease

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

We hereby provide written notice of termination of our lease agreement for the office space located at [Office Address], as per the terms outlined in our lease agreement dated [Lease Start Date]. This notice is given in accordance with the required [X days/months] notice period.

The last day of occupancy will be [Last Day of Occupancy, Date]. We will ensure that the premises are returned in good condition and will complete any necessary cleaning and arrangement for the final walkthrough on that date.

Thank you for your cooperation throughout our lease term. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss any details regarding this termination.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]