

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally notify you of my intention to terminate my lease for the property located at [Property Address] due to a job transfer. My last day of residence will be [Last Day of Residence, typically 30 days from the date above].

This decision was not made lightly, as I have enjoyed living here. However, I have accepted a new position that requires me to relocate. I will ensure that the property is cleaned and returned in good condition prior to my departure.

Please let me know how you would like to proceed regarding the final inspection and the return of my security deposit.

Thank you for your understanding.

Sincerely,  
[Your Name]