

Notification to Vacate

[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 intent to vacate the premises located at [Rental Property Address] due to work-related reasons. My last day of residency will be [Last Day of Residency, e.g., MM/DD/YYYY], in accordance with the notice period required by our lease agreement.

Thank you for your understanding. Please let me know if you require any further information or if there are any specific procedures I should follow before vacating.

Sincerely,
[Your Name]