

Notification of Lease Break Due to Employment Relocation

Date: [Insert Date]

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

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you that I must break my lease at [Your Address] due to a job relocation. My employment requires me to move to [New Location] and my last day of occupancy will be [Last Day of Occupancy].

According to our rental agreement, I understand that I am required to provide [insert notice period, if applicable] notice. I want to ensure a smooth transition and will complete all necessary procedures during this process.

Please let me know how you would like to proceed regarding the return of my security deposit and any other pending matters.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]