

ONE MONTH'S WRITTEN NOTICE OF INTENTION TO LEAVE ACCOMMODATION

CURRENT ADDRESS:

Today's Date:

**TO: Norfolk & Norwich University Hospital NHS Foundation Trust
Estates & Facilities Accommodation Office**

RE: NOTICE OF LEAVING ACCOMMODATION

I wish to give notice that I shall be leaving my current accommodation on the morning of **(Exact date) before 11am**
Failure to return keys before this time, will result in an additional charge being made.

I agree to leave my accommodation in a clean and tidy condition

My forwarding address is **(Print clearly):**

Mobile:

Email:

SIGNATURE

NAME (Printed Clearly):

Date received by Accommodation Office:

Please note:

Failure to give one month's notice of your intention to terminate your tenancy will result in additional accommodation charges equivalent to one month's notice period.