

**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:

Yours sincerely

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.