Roommate Lease Termination Notice

Date:
To (Roommate Name):
Property Address:
City, State, ZIP:
Dear Roommate, This notice is to inform you that I am terminating my participation in the lease agreement for the above address. My last day residing at the property will be:
Please let me know if any actions are required on my part to facilitate a smooth transition.
Sincerely,
Roommate Name:
Signature:
Date: