# Georgia Lease Termination Letter

General template, not legal advice. Have a Georgia attorney review before use. Last reviewed October 29, 2026.

Use Version A when the landlord is ending the tenancy and Version B when the tenant is. Keep a copy and proof of delivery. This letter does not replace an eviction notice for unpaid rent or a lease violation, which has its own rules.

## Version A: landlord to tenant

Date _____

Tenant name or names _____

Property address and unit _____

Lease or rental agreement date _____

Dear _____ (Tenant name),

This letter is written notice that your tenancy at _____ (Property address and unit) will end on _____ (Termination date). Please move out and return all keys by 11:59 p.m. on that date.

Reason for ending the tenancy: _____ (Reason, such as lease expiring and not renewed, owner move in, or sale. Write "not required" only where state and local law allow ending without a reason).

This notice is given at least _____ (Days of notice given) days before the termination date, which meets the notice required by your lease and by Georgia law. If a local ordinance requires relocation help or a specific notice form, it is attached.

> Notice to end a month-to-month tenancy in Georgia: To end a tenancy at will, a tenant gives 30 days of notice and a landlord gives 60 days. (O.C.G.A. section 44-7-7)

Before you leave, please remove all belongings, clean the home, and send us your forwarding address in writing. You may ask for a walk-through inspection before move-out; please call _____ (Phone) to schedule it. We will return your security deposit, less any lawful deductions with an itemized list, within the time Georgia law requires.

> Deposit return deadline in Georgia: The landlord must return the deposit, minus lawful deductions, within one month after the tenancy ends and the tenant gives up possession. (O.C.G.A. section 44-7-34)

Rent remains due through the termination date. If you have questions, contact _____ (Landlord contact name, phone and email).

Sincerely,

Landlord or agent signature

Printed name

Date

## Proof of delivery

- ☐ Hand delivered to the tenant on _____ (Date)
- ☐ Mailed by certified mail on _____ (Date), tracking number _____ (Tracking number)
- ☐ Posted at the door and mailed on _____ (Date)
- ☐ Emailed on _____ (Date), where the lease allows notice by email

Delivered by (name)

## Version B: tenant to landlord

Date

Landlord or manager name

Landlord notice address

Property address and unit

Dear _____ (Landlord name),

Please accept this letter as my written notice that I will end my tenancy at _____ (Property address and unit) and move out on or before _____ (Move-out date). This gives at least _____ (Days of notice given) days' notice, as my lease and Georgia law require.

If I am ending a fixed-term lease early, the reason is: _____ (Reason, if any, such as active military orders or another protected reason under state law). Supporting documents are attached where the law requires them.

> Early termination for military service in Georgia: A service member with qualifying orders can end a lease with 30 days of written notice and a copy of the orders. (O.C.G.A. section 44-7-22 and Servicemembers Civil Relief Act)

> Early termination for domestic violence survivors: _____ (check the rule in Georgia)

Please send my security deposit and any itemized deductions to my forwarding address: _____ (Forwarding address). I would like to schedule a move-out inspection; I can be reached at _____ (Tenant phone and email).

Sincerely,

Tenant signature

Printed name

Date

General template, not legal advice. Have a Georgia attorney review before use.