**IMPORTANT NOTE: This notice can only be used for fixed-term tenancies signed on or after 11 February 2021 and expiring on or before 30 April 2025.** [Find out more on the Tenancy Services website.](https://www.tenancy.govt.nz/ending-a-tenancy/expiry-of-a-fixed-term/)

**For fixed-term tenancies outside of this date period, please use the ‘Notice not to continue a fixed-term tenancy – from tenant to landlord EXPIRING FROM 1 MAY’ template.**

Date:

[Landlord’s name]

[Landlord’s address 1]

[Landlord’s address 2]

[CITY]

Dear [name/s]

**Tenancy at:** **[Enter tenancy address]**

This letter serves as notice to terminate the fixed-term tenancy agreement at the above address.

The last day of the tenancy will be **[Enter date that is at least 28 days from but not including today, considering delivery time\*]**.

The Residential Tenancies Act 1986 requires me to give you not less than 28 days’ notice to terminate the agreement.

Please contact me if you have any questions.

Phone:

Mobile:

Email:

Address:

Yours sincerely

**[Tenant/s name]**

**\* Delivery:**

*By (tick):*

|  |  |
| --- | --- |
| □ | mail (\*allow 4 extra working days) |
| □ | placed into letterbox or attached to the door (\*allow 2 extra working days) |
| □ | sent to an electronic address to tenant after 5pm (\*allow 1 extra working day) |
| □ | handed to tenant or sent to an electronic address before 5pm on the date of the notice (the first day of the notice period will be the next calendar day) |

*\*Notice can only be delivered to a physical address or electronic address where this has been provided as an address for service in the tenancy agreement. An electronic address is an email address, fax number, mobile telephone number, or instant messaging account through which information can be easily accessed and referred to.  
  
For advice on other delivery options, visit the website or call the number below.*

*Address for service details listed for both parties should match what is recorded on the tenancy agreement unless the details have changed and the other party has been notified of the change.*

*For tenancy advice and information visit www.tenancy.govt.nz or call 0800 TENANCY (0800 836 262).*