

EXAMPLE ONLY. [CLICK HERE](#) to download a saveable, printable, reusable version for just \$14.99.

TO: _____
TENANT NAME(S)
and all other persons in possession of the leased premises described below:

ADDRESS OF RENTAL PROPERTY

CITY STATE ZIP CODE
FROM: _____

IN ACCORDANCE WITH WEST VIRGINIA CODE § 37-6-5:

Notice to terminate tenancy. A tenancy from year to year may be terminated by either party giving notice in writing to the other, at least three months prior to the end of any year, of his intention to terminate the same. A periodic tenancy, in which the period is less than one year, may be terminated by like notice, or by notice for one full period before the end of any period. When such notice is to the tenant, it may be served upon him, or upon anyone holding under him the leased premises, or any part thereof. When it is by the tenant, it may be served upon anyone who at the time owns the premises in whole or in part, or the agent of such owner, or according to the common law. This section shall not apply where, by special agreement, some other period of notice is fixed, or no notice is to be given; nor shall notice be necessary from or to a tenant whose term is to end at a certain time.

YOU ARE HEREBY NOTIFIED that effective _____ after the date this notice has been served to you, the periodic tenancy by which you hold possession of the premises is terminated, at which time you are required to vacate and surrender possession of the premises. If you fail to do so, legal proceedings will be instituted against you to recover possession of the premises, damages, and costs of suit.

YOU MUST VACATE THE PREMISES AND DELIVER UP POSSESSION BY: _____
"MOVE-OUT DATE"

If you are in doubt regarding your legal rights and obligations, you should seek legal assistance.

RECORD OF SERVICE

I, _____, declare under penalty of perjury that on _____,
I served the above notice, of which this is a true copy, in the manner(s) indicated below:

- Hand delivered to the Tenant
- Given to person of suitable age and discretion at the Premises
- Conspicuously posted on the Premises
- Sent via certified mail with return receipt requested

DATE