[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name or HR Representative Name]
[Company Name]
[Company Address]

Subject: Notice of Early Return from Medical Leave

Dear [Manager's Name],

I am writing to formally notify you that I am prepared to return to work earlier than originally anticipated. My medical leave was scheduled to end on [Original End Date], but I am now cleared to resume my duties on [New Return Date].

I have recovered ahead of schedule and am eager to return to my position as [Your Job Title]. Please find attached a medical release form from my physician confirming that I am fit to return to work [Optional: with no restrictions / with the following restrictions: List restrictions].

Please let me know if there are any administrative steps or meetings I need to complete before my first day back. I look forward to rejoining the team.

Sincerely,

[Your Signature]

[Your Printed Name]