[Your Name]
[Your Job Title]
[Your Employee ID/Number]

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Subject: Notice of Early Return From Maternity Leave

Dear [Manager's Name],

I am writing to formally notify you that I wish to change my return-to-work date following my maternity leave.

My original return date was scheduled for [Original Return Date]. However, I would like to return to my position earlier than planned. My new proposed start date will be [New Return Date].

I understand that I am providing [Number] weeks' notice of this change, in accordance with company policy and statutory requirements.

Please let me know if there are any specific forms I need to complete or if we need to discuss any arrangements for my return, such as breastfeeding facilities or updated work schedules. I look forward to rejoining the team.

Thank you for your support during this period.

Sincerely,

[Your Signature]

[Your Printed Name]