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

[Date]

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

Re: Notice of Early Return from Family Medical Leave (FMLA)

Dear [Manager's Name or HR Representative Name],

This letter is to formally notify you that I am prepared to return to my position at [Company Name] earlier than originally scheduled. My Family Medical Leave began on [Start Date of Leave], and I was originally expected to return on [Original Return Date].

My circumstances have changed, and I am now able to resume my full duties on [New Return Date].

[Optional: Attached please find the required medical release/fitness-for-duty certification from my healthcare provider confirming my ability to return to work without restrictions.]

Please let me know if there are any specific procedures I need to follow or paperwork I need to complete prior to my first day back. I look forward to returning to the team.

Sincerely,

[Your Signature]

[Your Printed Name]