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

[Manager's Name]
[Department Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally notify you of my intention to return to work early from my scheduled sabbatical leave. My leave originally commenced on [Start Date] and was scheduled to end on [Original End Date].

I would like to request that my return date be moved forward to [New Return Date].

I have completed the personal objectives I set out to achieve during this time and am eager to rejoin the team and resume my responsibilities. I am happy to discuss any necessary arrangements or handover processes to ensure a smooth transition back into my role.

Please let me know if this request is approved and if there are any specific administrative steps I need to take prior to my return.

Thank you for your support during my leave.

Sincerely,

[Your Signature]
[Your Printed Name]