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

[Date]

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

Subject: Notice of Early Return from Personal Leave

Dear [Manager's Name],

I am writing to formally notify you that I would like to end my personal leave of absence earlier than originally planned. My leave commenced on [Start Date of Leave] and was scheduled to conclude on [Original End Date].

Due to a change in my personal circumstances, I am now available to return to my position on [New Return Date].

I am eager to resume my duties and will ensure a smooth transition back into my role. Please let me know if there are any specific procedures or paperwork I need to complete prior to my return.

Thank you for your understanding and support during my absence.

Sincerely,

[Your Signature]
[Your Printed Name]