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

[Date]

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

Subject: Notice of Early Return from Unpaid Leave

Dear [Manager's Name],

I am writing to formally notify you of my intention to return to work earlier than originally planned. My unpaid leave of absence commenced on [Start Date] and was scheduled to end on [Original End Date].

Due to a change in my personal circumstances, I am now available to resume my duties as [Your Job Title] on [Proposed Return Date].

I am eager to return to my role and would appreciate it if you could confirm if this date is acceptable. Please let me know if there are any administrative steps or updated 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]