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

[Date]

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

Subject: Notice of Early Return from Annual Leave

Dear [Manager's Name],

I am writing to formally notify you that I will be returning to work earlier than originally planned. My approved annual leave was scheduled to end on [Original End Date].

However, due to a change in my personal circumstances, I will now be returning to my duties on [New Return Date].

Please let me know if there are any specific tasks or updates I should be aware of before my arrival. I look forward to resuming my work and catching up with the team.

Thank you for your understanding.

Sincerely,

[Your Signature]
[Your Printed Name]