[Your Name]
[Your Employee ID]
[Your Department]
[Date]

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

Subject: Notice of Early Return from Educational Leave

Dear [Manager's Name],

I am writing to formally notify you of my intention to return to my position as [Your Job Title] earlier than originally scheduled. My educational leave was initially approved to end on [Original End Date]; however, I am now available to resume my duties on [New Return Date].

The reason for my early return is [briefly state reason, e.g., early completion of coursework / change in program schedule]. I have completed the necessary requirements and am eager to rejoin the team and apply the skills I have acquired during my leave.

I would appreciate it if you could confirm that this date is acceptable and advise me on any necessary administrative steps or paperwork required for my reintegration. Please let me know if you would like to schedule a meeting to discuss my return transition.

Thank you for your support during my period of study.

Sincerely,

[Your Signature]
[Your Printed Name]