[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Early Return from Administrative Leave

Dear [Employee Name],

This letter serves as formal notification that your administrative leave, which commenced on [Start Date of Leave], is being concluded earlier than originally anticipated.

You are required to report back to work on [Return Date] at [Start Time]. Please report directly to [Location/Supervisor Name] upon your arrival.

Upon your return, your prior duties and responsibilities will be reinstated as follows: [Optional: List any specific instructions or changes]. All company policies and expectations remain in full effect.

If you have any questions regarding your return to work or require further clarification, please contact [HR Contact Name] at [Phone Number/Email] prior to your return date.

We look forward to your return.

Sincerely,

[Your Name]
[Your Title]
[Company Name]