[Your Name]
[Your Employee ID]
[Current Branch Name]
[Date]

[Manager's Name]
[Manager's Title]
[Home Branch Name / Department]

Subject: Request for Early Return to Home Branch

Dear [Manager's Name],

I am writing to formally request an early return to my home branch, [Name of Home Branch], from my current temporary assignment at [Current Branch Name]. My assignment was originally scheduled to end on [Original End Date], but I would like to request to return on [Requested Return Date].

The reason for this request is [mention reason briefly, e.g., personal circumstances / completion of project / operational needs]. I have ensured that all my current tasks and responsibilities at this branch are up to date and will provide a full handover to my supervisor here before my departure.

I am eager to return to my original team and resume my duties at the home branch. I appreciate your understanding and support regarding this matter.

I look forward to your positive response.

Sincerely,

[Your Signature]
[Your Printed Name]