

Early Return Notification - Casual Professional

Subject: Early Return from Maternity Leave

Hi [Manager's Name],

I hope this message finds you well. I wanted to reach out regarding my maternity leave, which is currently scheduled to end on [Original Date].

I'm happy to share that my recovery has gone better than expected, and I'm ready to return to work earlier than planned. I would like to return on [New Earlier Date] if this works with the team's schedule.

I understand that [Colleague's Name] has been covering my responsibilities, and I want to ensure a smooth transition back. I'm flexible with the exact date if you need time to coordinate with the team.

Could we schedule a brief call to discuss the return logistics and catch up on any major developments I should be aware of?

Looking forward to rejoining the team!

Best,

[Your Name]

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