Dear [Manager's Name],

Following our conversation, I am writing to formally submit my resignation from my position at Empower, as I have been admitted to the Master in Computer Science (MICS) program at the University of Luxembourg.

This was not an easy decision, as my time here has been incredibly valuable. I sincerely thank you and the entire team for your continuous support, guidance, and the learning opportunities that have shaped my professional journey so far.

As discussed, my notice period will begin from [Date of Discussion], and I respectfully request to be relieved by **August 29**, as my course begins in mid-September. While I understand the standard notice period is 90 days, I am requesting an early release to allow adequate time for preparations and to spend some time with my family before relocating.

I will ensure all my responsibilities are completed on time and will support a smooth transition. Kindly let me know the next steps regarding the exit process and required documentation.

Thank you once again for everything — I truly appreciate the experiences and relationships I've built here.

Warm regards,  
**Sushwanth A**