

# HR MEMO

2024-011

To : **ALL EMPLOYEES**  
From : Human Resource Department  
CC to : Dato' Managing Director  
Date : 01-05-2024

## **DELAY IN SALARY PAYMENT FOR APRIL 2024**

We would like to inform you about a delay in the salary payment for the month of **April 2024**.

Due to unforeseen circumstances, there will be a delay in the crediting of salaries. However, please be assured that we are actively working to resolve this matter promptly.

The April 2024 salary is currently being scheduled to be credited at the latest by **7<sup>th</sup> May 2024**.

We understand the importance of timely salary disbursement and sincerely apologize for any inconvenience caused. Your understanding and cooperation during this challenging time are highly appreciated.

Your dedication and hard work are invaluable to us, and we want to assure you that we are committed to resolving this matter as quickly as possible.

If you encounter any difficulties or have any concerns, please do not hesitate to contact the HR Team. We are here to assist you and address any queries you may have.

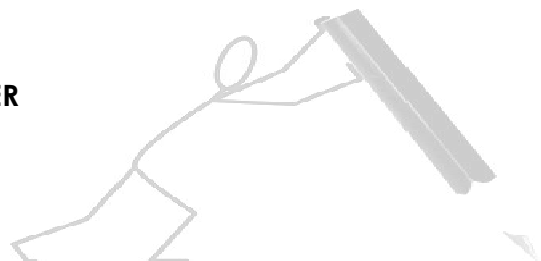
Thank you for your understanding and continued commitment to our organization.

*for and on behalf of*

**GALAXY AEROSPACE (M) SDN. BHD.**



**ZURIANA BINTI ZAKARIA**  
**DEPUTY HUMAN RESOURCE MANAGER**



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