

SUBJECT: REQUEST FOR EMERGENCY LEAVE ON 24th JULY 2023

Dear Mr. Mohd Zainurin,

I hope this message finds you well. I am writing to formally request emergency leave on 24th July 2023 due to an unforeseen personal situation that urgently requires my attention. I understand the importance of adhering to the company's policies and procedures for leave requests, and I am unable to apply for annual leave on this particular day due to a late submission.

I deeply apologize for the oversight in not applying for annual leave within the stipulated time frame. Unfortunately, the urgency of the personal situation only came to my attention recently. I have already informed Nor Shafina (relief staff) about the situation, and she has kindly agreed to provide support to the team during my absence.

I appreciate your understanding and support during this challenging time. Please let me know if any further information is required from my end to process this request.

Thank you for your consideration,

Sincerely,

Kumaresan K Theivendiran