

May 18<sup>th</sup>, 2022

Nur Yasmin Fathiah Noryazid  
Technical Record Executive,  
Galaxy Aerospace (M) Sdn Bhd

Dear Puan Zaty,

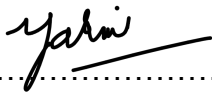
**Subject: Emergency Leave**

I am writing to inform you that I will be taking half day emergency leave tomorrow, May 19<sup>th</sup> 2022, due to personal matter.

I have informed my teammates about my leave, and you may contact me at my personal phone number in case you need me for any urgent information.

Thank you for your time and consideration.

Sincerely,



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Nur Yasmin Fathiah Noryazid  
Technical Records Executive