

EMERGENCY LEAVE LETTER

October 17, 2024

Dear **Pn. Zaty Nadhira**,

I am writing to inform you of an urgent situation that requires your immediate attention. Unfortunately, due to a serious vehicle emergency, I must request emergency leave for one day, which is **October 18, 2024**.

I have made arrangements for the car appointment on the weekend, however still, the workshop does not operate then and requested for inspections on Friday as soon as possible.

I have ensured that my responsibilities are managed for this one day to Tech Service protégé, and supervised by Hazim Fuzi.

I apologize for any inconvenience this may cause and will do my best to stay in touch if any urgent issues require my attention. Please let me know if there are any additional steps I need to take or if you need further information.

Thank you for your understanding and support in this matter.

Sincerely,

Addinie Rahimi

CAMO Technical Services

for and on behalf of



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