

Lot 30669
Taman Indah Jaya Batu 13 ½
43100 Hulu Langat
Selangor Darul Ehsan

CAM Manager
Suite 11-14 Helicopter Centre
Malaysia International Aerospace Centre
Sultan Abdul Aziz Shah Airport
47200 Subang
Selangor Darul Ehsan

24 July 2024

Dear Pn. Zaty,

Subject: Emergency Leave Application

I am writing to formally request an emergency leave of absence due to a sudden family situation. Unfortunately, my nanny is unavailable during this time, and I need to attend to this matter urgently.

Start Date: **24 July 2024**

End Date: **24 July 2024**

Although I cannot disclose all the details, please understand that this situation requires my immediate and undivided attention. I appreciate your understanding and support during this challenging time.

I understand the responsibilities of my position and have made arrangements for Nur Hanis binti Rahimuddin to monitor my protégé Muhammad Badreen Ali in handling my tasks during my absence. I assure you that my responsibilities will be taken care of and there will be no disruption in the work.

I will be reachable by email and phone if there are any urgent issues that need my attention. Thank you for your prompt attention to this matter.

Regards,

Husna

Nurul Husna binti Zainol Abidin
CAMO Planner
8227