

**FADHLIR RAHMAN BIN ROSLAN**

A1-T07-U08, PANGSAPURI PUTRA HARMONI,  
JALAN P9 B/1, PRESINT 9,  
62250 PUTRAJAYA,  
WILAYAH PERSEKUTUAN PUTRAJAYA

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**HUMAN RESOURCE**

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

NO. A-01-02, BLOK A,  
BANGUNAN PERDAGANGAN SIERA ARA DAMANSARA,  
JALAN PJU 1A/5A, ARA DAMANSARA,  
47301 PETALING JAYA,  
SELANGOR.

09 MARCH 2022

Dear Sir/Madam,

EMERGENCY LEAVE APPLICATION ON 03 MARCH 2022 UNTIL 04 MARCH 2022

As per subject above, I am Fadhlir Rahman Bin Roslan positioned as PROTÉGÉ – CAMO PLANNER with staff number SLIM103 requesting for emergency leave application for two days from 03 March 2022 to 04 March 2022.

2. I regret to inform you that I had to take two days emergency leave due to urgent family matters that need my presence on those days. For this reason, I was out from office and residential place for two days and headed to my hometown which is located as stated below:

Address: Lot 2121, Kampung Kebakat,  
16250 Wakaf Bharu,  
Kelantan.

3. I am aware that I was not allocated with emergency leave in my offer letter and employment agreement. Therefore, I am willing to utilize my annual leave as replacement for my emergency leave. I apologised for the late notice of my request but I am kindly hope my leave application accepted by HR department.

Sincerely,



FADHLIR RAHMAN BIN ROSLAN  
PROTÉGÉ – CAMO PLANNER  
SLIM103