

SETIA PERKASA BIN ISMAIL
No 63, Jln 4/2,
Taman Serdang Jaya,
43300. Seri Kembangan
SELANGOR DARUL EHSAN

GALAXY AEROSPACE (M) SDN BHD

No. A-01-02, Blok A,
Bangunan Perdagangan Siera,
Jalan PJU 1a/5a, Ara Damansara,
47301, Petaling Jaya,
SELANGOR DARUL EHSAN

2 November 2023

Attn: Human Resource Department

Dear Datin Zulhani,

JUSTIFICATION FOR EMERGENCY LEAVE ON 31 OCTOBER 2023

The above is referred.

2. On 31st October 2023, I have requested a last-minute emergency leave request earlier in the morning around 6:52 AM via Whatsapp Message. The reason is because on 30th October 2023, I've experienced hemorrhoids. Prior to high traffic when going back home after work, it's getting severe as I required to sit for a long period with the hemorrhoids. I didn't bring my medicine along with me on that day and if I did, I could attend to it immediately.

3. Come the following day, I'm unable to move that well and considering the high traffic where I'm going to be caught in traffic for at least 1 hour, I decided to have some rest on that day while treating my conditions accordingly as I have the treatment medications ready.

4. I did not have any energy to go to the clinic for a Medical Certificate. Hence, I am taking my absence under Emergency Leave.

I hope the above clarifies my reasons and hope for your consideration to approve my leave.

Sincerely,



SETIA PERKASA BIN ISMAIL
960420-02-6185
Staff ID: 8442