

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

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**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

8 November 2023

Attn: Human Resource Department

Dear Datin Zulhani,

**JUSTIFICATION FOR EMERGENCY LEAVE ON 8 NOVEMBER 2023**

The above is referred.

2. On 8<sup>th</sup> November 2023, I made a last-minute request for Emergency Leave because I have stomach-ache earlier in the morning. As I was getting ready for work, I started to get lightheaded and feeling nauseous. Shortly after, I vomited a little and appear as I have diarrhoea. Probably because on 6<sup>th</sup> November 2023 earlier, I was diagnosed with food poisoning.

3. Since it's not that severe today but considering the high traffic volume to work, I did not to take any risk of vomiting or wanting to go to the toilet. Hence, I requested a half day of 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