

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

30 November 2023

Attn: Human Resource Department

Dear Datin Zulhani,

JUSTIFICATION FOR EMERGENCY LEAVE ON 30 NOVEMBER 2023

The above is referred.

2. On 28th November 2023, I made a last-minute request for Emergency Leave via WhatsApp group at 7:23 AM to notify that I'm unable to attend for work because my existing hemorrhoids has been acted up again. Previously, it was minor and bearable where I can attend to work usual like I did in the past. Since I could not properly 'treat' it after my morning bathroom break that day, it worsens.

3. Taking into account of the high traffic when going to work and back home that could take up hours sitting idly due to the medical conditions as mentioned above, I have decided to request for a full 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