

SETIA PERKASA BIN ISMAIL  
No 9. Jalan SR 8/6,  
Taman Putra Indah, Serdang Raya,  
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

6 March 2024

Attn: Human Resource Department

Dear Datin Zulhani,

**JUSTIFICATION FOR EMERGENCY LEAVE (HALF-DAY) ON 6 MARCH 2024**

The above is referred.

2. As you are aware, I have been diagnosed with haemorrhoids and earlier today roughly around 7:40 AM, my occasional haemorrhoids has been acting up after I took a number 2. As I have been putting creams as usual and take my meds, it would budge. Since couple of months, I have commuted to office via motorcycle, and this provide some difficulties on my side to travel to office.

3. Should I go to the office via car, it would take around 2 hours to arrive at office. Hence, I decided to let my haemorrhoids calm down by resting for a little while and go to office at 1:30PM by taking half day AM for today via Emergency Leave.

I request your understanding and approval for this emergency leave. I apologize for any inconvenienced caused. Thank you for your consideration.

Sincerely,



**SETIA PERKASA BIN ISMAIL**

960420-02-6185

Staff ID: 8442