

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

9 February 2024

Attn: Human Resource Department

Dear Datin Zulhani,

JUSTIFICATION FOR EMERGENCY LEAVE (FULL-DAY) ON 8 FEBRUARY 2024


The above is referred.

2. On 8th February 2024, I made a last-minute request for Emergency Leave via WhatsApp to my supervisor; Pn Zuriana at 8:28 AM to notify that I'm unable to attend for work because my existing hemorrhoids has been acted up again.

3. Previously, it was minor and bearable where I can attend to work usual like I did in the past but earlier that day, I couldn't even sit properly and thus making myself a bit difficult to ride my motorcycle to work. If I were to drive my car, considering 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,

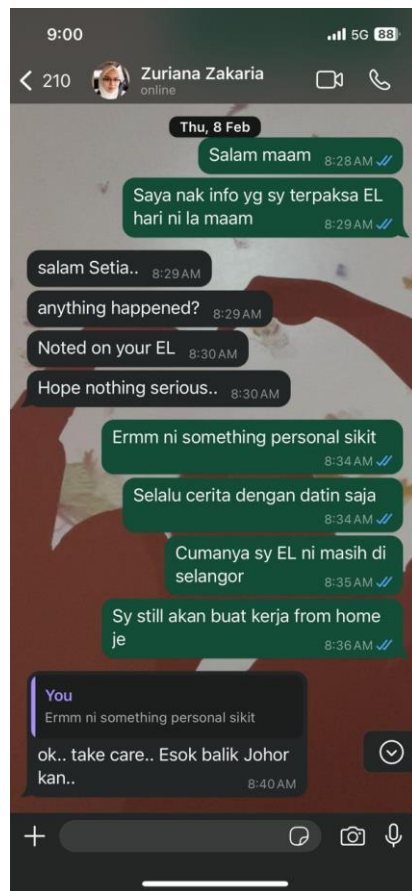


SETIA PERKASA BIN ISMAIL

960420-02-6185

Staff ID: 8442

ATTACHMENT



Attachment 01 – Conversation informing my Supervisor