

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

26 February 2024

Attn: Human Resource Department

Dear Datin Zulhani,

JUSTIFICATION FOR EMERGENCY LEAVE (HALF-DAY) ON 26 FEBRUARY 2024

The above is referred.

2. On 26th February 2024, I made a last-minute request for Emergency Leave via WhatsApp group to my supervisor; Pn Zuriana at 8:37 AM to notify that I'm unable to attend for work because my existing haemorrhoids acted up that morning.

3. As this time it is not that much severe in comparison to what experiencing earlier this month on 8th February 2024, I am taking a morning leave to treat my condition. Around noon, my haemorrhoids beginning to shrunk and I feel good to continue riding my motorcycle to the office.

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

Sincerely,

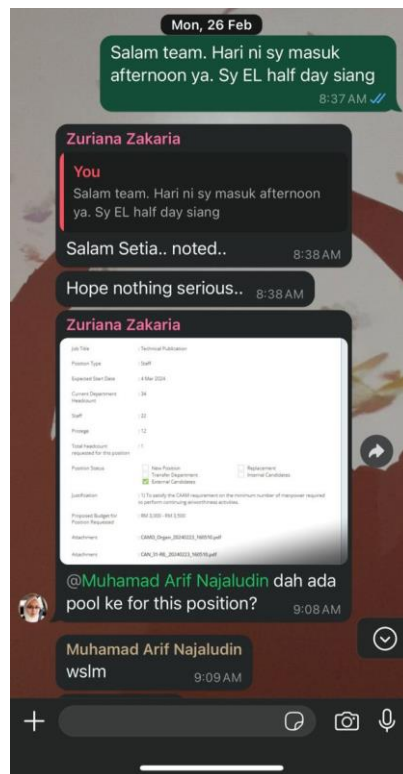


SETIA PERKASA BIN ISMAIL

960420-02-5185

Staff ID: 8442

ATTACHMENT



Attachment 01 – Conversation informing my Supervisor