

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

21 May 2024

Attn: Human Resource Department

Dear Datin Zulhani,

JUSTIFICATION FOR EMERGENCY LEAVE (FULL-DAY) 20 MAY 2024

The above is referred.

2. On 19th May 2024, roughly around 11:05 PM, I have noticed that my motorcycle key is missing as I made my preparations for work the next day.
3. I have been looking relentlessly that night but still I couldn't find it. I have informed my team that night at 11:21PM to inform that I will be taking an EL to settle this matter (refer attachment 01).
4. The reason why I'm giving my utmost attention to settle this is because I just made settlement for my motorcycle and my bike was not lock. Hence that is the reason why I'm giving my full attention to this matter as I wanted to negate any unexpected incident (stolen bike) in the near future.

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

Sincerely,

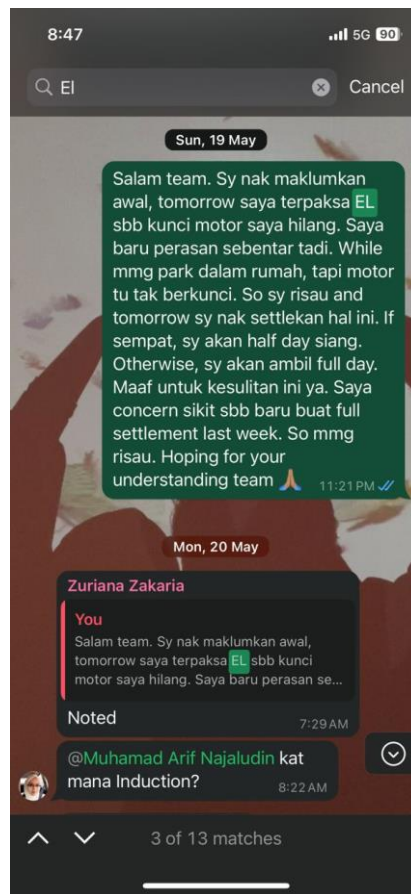


SETIA PERKASA BIN ISMAIL

960420-02-6185

Staff ID: 8442

ATTACHMENT



Attachment 01 – Informing HR Team on 19th May 2024