Mohd Haffiz Ismail

97 JLN PDV 2 PD VILLA BT 8

JALAN PANTAI TELOK KEMANG

71050 PORT DICKSON

NEGERI SEMBILAN

Dear Zaty,

I am writing this letter to explain why I was absent from work on March 17th, 2021.

I came down with a heavy headache(migraine) the night before, and when I awoke in the morning to go to work, I felt it would be best for me to stay home and try to take some medicine to ease the headache. I thought it would be a bad idea to attend work and risking driving all the way from Port Dickson with a severe headache. I am unable to go to the clinic because I have already taken some medicine.

I am willing to make up for lost time this upcoming week if it is required of me. I will be available next week for overtime to cover up the day I was absent.

Sincerely,

Haffiz Ismail