

24th December 2018

Human Resource Manager,
Galaxy Aerospace (M) Sdn. Bhd.
Suite 11-14, Helicopter Centre,
Malaysia International Aerospace Centre,
Sultan Abdul Aziz Shah Airport,
47200 Subang, Selangor, Malaysia

Muhammad Hariz Bin Mohd Hisham
Technical Planning, Record, and Publication Controller,
10, Jalan Asteroid U5/30C, Taman Subang Intan,
40150, Shah Alam, Selangor

Dear Madam,

I am Muhammad Hariz Bin Mohd Hisham would like to explain myself regarding the emergency leave that I have applied on 24th December 2018. It was not my intention to neglect my duties but during that time where I was not able to perform my duties, I was having a problem, I was in my hometown and my car broke down. Now it is in workshop and I have difficulties to go to Subang and do not have much time to take public transport and get to my office on time.

I know that affects my work, my colleagues and the company. I would like to apologize for all the inconveniences that my action have caused, rest assured that this will not happen again.

Thank you for your kind consideration.

Sincerely,



Muhammad Hariz Bin Mohd Hisham