

23 Sep 2021

Commercial Manager,

Galaxy Aerospace (M) Sdn Bhd
A-01-02,Block A,
Bangunan Perdagangan Siera,Ara Damansara,
Jalan PJU 1A/5A,Ara Damansara,
47301 Petaling Jaya,Selangor
(Attn : **Mr Nik Mohd Fareez bin Auddin**)

السلام عليكم ورحمة الله وبركاته

Dear Sir,

- Maternity Leave Planning and Application

I am writing this letter to inform you of my planning and application for maternity leave from work.

2. For your information Sir,I intend to begin my maternity leave from now on September 23rd, 2021, and return to the office on Jan 5th, 2022, barring any unforeseen complications.

The details of my leave planning as below;

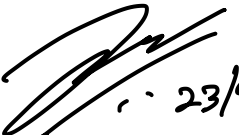
- a) 23 Sep 21- 27 Sep 21 (Given MC-5 days)
- b) 28 Sept 21- 27 Nov 2021 (Maternity Leave -60 days)
- c) 29 Nov 21 - 5 Jan 22 (Unpaid Leave - 28 days)

3. During my absences all my task and responsibilities will be supported by my respective colleague as listed in my hand over table. Enclosed with this letter you will find a medical form with my doctor's confirmation of the given Medical Leave.My emergency Ceasarean will be on 27 Sep 21.

4. I will inform you as soon as possible if any changes in this plan should occur. I appreciate your consideration in this matter as I will need the benefit of maternity leave in order to recover from birth, bond with my child and attend all follow-up visits with my care providers. I can be contacted throughout my maternity leave via telephone at +60179090026.


Thank you for your consideration.

Planning approved
and my prayer
will always be
with you. Amin.


23/9/21

NIK MOHD FAREEZ BIN AUDDIN
Commercial Manager
Galaxy Aerospace (M) Sdn Bhd (1040262-D)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Nurul Husna', written over the text 'Yours sincerely,'.

Nurul Husna Mohamad Shariff
Commercial Executive



KPJ SELANGOR SPECIALIST HOSPITAL

Serial No : 568280

SELANGOR SPECIALIST HOSPITAL SDN. BHD. (215179-P)
(formerly know as Selangor Medical Centres Sdn. Bhd.)
(A Member of KPJ Healthcare Berhad Group)
Lot 1, Jalan Singa 20/1, Section 20, 40300 Shah Alam, Selangor Darul Ehsan, Malaysia.
Tel: +603-5543 1111 Fax: +603-5543 1722

MEDICAL CERTIFICATE SIJIL CUTI SAKIT

This is to certify that I have examined

Dengan ini saya mengesahkan bahawa saya telah memeriksa

Mr / Madam / Miss NURU/ HUSNA BINI MOHAMAD SHARIFA
Tuan / Puan / Cik

IC / Passport No. / ID No 360627465072
No. KP. / No. Passport / No. ID

Hospital MRN 00526029

And I am of the opinion that:

Dan mendapati bahawa:

a) He / She is unfit for the proper performance of his / her duties / to attend school for
Beliau tidak sihat untuk menjalankan tugas atau persekolahan selama
(enam) 6 days / from 22/9/2021
to 27/9/2021 hari / dari
hingga

b) He / She should return for follow-up examination on
Beliau perlu membuat rawatan susulan pada

c) He / She is fit for regular / light duty on / form to
Beliau boleh menjalani kerja seperti biasa / kerja ringan pada / dari hingga
(Delete (b) or (c) whichever is not applicable)

Signature of Medical Practitioner

22/9/2021
Date

DR. MASTURA MOHD MOKHTAR

BSC. MED. (ST. ANDREWS)
MBCHB (MANCHESTER) MMED O&G (UKM)

CONSULTANT OBSTETRICIAN & GYNAECOLOGIST
Malaysian Medical Council Reg. No. 37742 Official Clinic / Hospital Chop

Name in Block Letters

KPJ SELANGOR SPECIALIST HOSPITAL

Date of Admission:
Lot 1, Jalan Singa 20/1, Section 20, 40300 Shah Alam, Selangor

Date of Discharge :

Date of Operation :