

No. 14, Jalan AU2A/13,
Taman Sri Keramat
54200, Kuala Lumpur
017-2171714
25th September 2024

HR Manager,
Galaxy Aerospace (M) Sdn Bhd
No. A-01-02, Blok A, Bangunan Perdagangan Siera Ara Damansara
Jalan PJU 1A/5A,
Ara Damansara, 47301, Petaling Jaya

Subject : Emergency Leave on 24th September 2024

Dear Datin Zulhani,

I am writing to inform you that I was facing an urgent family, yesterday due to my parents were unwell and unfit to take care of my 2 small children. It was so unfortunate that I had to take emergency leave yesterday 24th September 2024.

I truly apologize for such short noticed and any inconvenience caused by my absence yesterday.

Thank you for your understanding during the difficult time.

Sincerely,



Nur Hidayah Yacob