

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

22 April 2024

Attn: Human Resource Department

Dear Datin Zulhani,

REQUESTING FOR LEAVE OF ABSENCE


With reference to the above, I am writing to formally request a leave of absence from work without pay for one week, starting 22 April 2024 to 26 April 2024. The reason for my request is personal, which has significantly impacted my mental state and ability to perform my tasks effectively.

I have been experiencing unexpected news over the weekend that require my immediate attention. While I am not ready to disclose the specific details at this time, I want to assure you that I am taking the necessary steps to address these issues and seek the support I need by going back to Johor during this time.

I understand the importance of my role and the impact of my absence on the team. I will discuss my situation with my supervisor and will arrange for any pending tasks to be taken care of during my absence.

I apologize for any inconvenience this may cause and I really hope for your understanding and support during this difficult time. I look forward to your favorable response.

Sincerely,


SETIA PERKASA BIN ISMAIL
960420-02-6185
Staff ID: 8442

* requesting for Selang (payroll) testing to be completed, salary not to deduct based on hours spend to complete the payroll.

* Ijzur, amarah, siddiq, fathonah, insyaAllah
berkat.


22/4/24.