

Nurul Hidayah Binti Md Sabri
No 40, Jalan Layar 19/35,
Seksyen 19,
40300 Shah Alam, Selangor

Datin Zulhani Binti Alias
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,
Selangor

09 November 2021

Dear Datin,

Request to Unpaid Leave

Hereby, I would like to request a 1-month unpaid leave, starting this 6th December until 31st December. I will be returning to the office on 3rd January 2022. The reason for my extended leave is to fully recover from my caesarean delivery.

Thank you for considering my request. Looking forward to your confirmation.

Sincerely,

Nurul Hidayah

(Nurul Hidayah Md Sabri)