

Galaxy Aerospace (M) Sdn Bhd

No. A-01-02, Blok A, Bangunan Perdagangan Siera,

Jalan PJU 1a/5a, Ara Damansara,

47301 Petaling Jaya, Selangor

23 March 2022

Dear Sir/Madam,

Unpaid Leave Request Letter

I am writing to formally inform you of my request for a leave of absence due to family reasons. My leave shall begin on 1st April 2023 through 30th April 2023. I will be returning to work on 3rd May 2023.

To keep my department running smoothly. I shall make sure to finish all my pending tasks and distribute my workload to my teammates accordingly. While I will be spending this time with my family, you may still reach me through my mobile phone or email address.

Please let me know if you have any more questions or clarification regarding my requested leave of absence.

Sincerely,

Bahíran Abdul Azíz