

4th July 2019

Thana Raj

No.23 Jalan 13
Saujana Ampang,
Ampang Selangor

Dear Eugenia,

Re: Application for Unpaid Leave

Please be inform that, I was on Medical leave on 19th June 2019, however due to my MC certificate was missing, therefore I would like to apply unpaid leave for the mentioned dated.

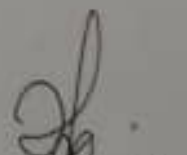
Thank you
Best regards



Thana Raj

Dear Shira & Ellie.
Approve, please proceed accordingly. Cancel in the system as MC.

please remind staff this is the first & last reminder. Not a good record for his personal file. Ta.



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