



Kwong Seng Cheong Food Industries Sdn Bhd

Lot 921, Block 7, Demak Laut Industrial Park

Jalan Bako, 93050 Kuching, Sarawak, Malaysia

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(GST No. 00167559168)

APPLICATION FOR HOLIDAY DURING GAWAI DAY CELEBRATION

STRICTLY PRIVATE & CONFIDENTIAL

ALVIN ANAK SAMAIL

Lot 403, Lorong Tabuan Dayak,

93350 Kuching, Sarawak.

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013-5877852

20/5/2024

To : IT DEPARTMENT

KWONG SENG CHEONG FOOD INDUSTRIES SDN BHD

Lot 921, Block 7, Demak Laut Industrial Park,

Jalan Bako, 93050 Kuching, Sarawak, Malaysia

Dear Sir/Mdm,

The above statement is been refer to regarding the **GAWAI FESTIVAL**. I am writing to formally request a holiday to celebrate the **GAWAI FESTIVAL** with my family in my hometown.

2. **Holiday Date: 28/5/2024 – 4/6/2024 (8 days)**

Given the limited opportunities throughout the year to partake in this meaningful celebration, I kindly request your approval for a day off from work.

I assure you that I will complete all pending tasks and ensure that my absence does not cause any inconvenience to the team. I am more than willing to work extra hours before or after the holiday to make up for any missed time.

Thank you for considering my request. Your understanding and support in this matter are greatly appreciated. Please let me know if you require any further information or if there are any additional process I need to take to process this request.

Looking forward to your response.

Sincerely,

(ALVIN ANAK SAMAIL)

990913-13-5985

Approved By,

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