



**KPJ SABAH**

**SPECIALIST HOSPITAL**

(A Member of KPJ Healthcare Berhad Group)

Lot No. 2, Off Jalan Damai, Luyang, 88300 Kota Kinabalu,  
Sabah, Malaysia

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KPJSABAH

Ref : KPJSABAH/HRM/2025(043)

26 February 2025

Ms Prabmeet Kaur Gill  
Staff Nurse  
Maternity & Labour Ward

Dear Ms Prabmeet,

**RE: APPLICATION FOR UNPAID LEAVE**

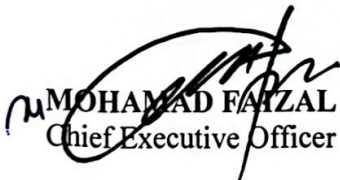
We refer to your letter of application dated 25 February 2025 for **unpaid leave from 1 March 2025 until 2 May 2025** for the purpose of focussing on your health and first pregnancy.

Accordingly, the management has exceptionally approved your Unpaid Leave based on the above reasons given.

Please ensure that you have made the necessary relief coverage arrangements during your leave of absence.

Thank you

Yours faithfully,  
**SMC HEALTHCARE SDN BHD**

  
**MOHAMAD FAIZAL MOHAMED**  
Chief Executive Officer

c.c. Unit Manager, Maternity & Labour Ward (Sr Valerie Tang)  
Human Resources Management

**ACCEPTANCE**

I, PRABMEET KAUR GILL NRIC No : 920719-12-5202  
have read and understood the above and agree to accept such terms and conditions of my appointment.

  
.....  
Signature

27/2/2025  
.....  
Date