

To,
Capt. Mohd Azri bin Rahamat & Madam Norhirni,
OMT Group,
Bangi Gateway, Bandar Baru Bangi,
Selangor.

Dear Captain and Madam,

Application for Working from Home

I hope this message finds you well.

I am writing to formally request approval for an immediate work-from-home arrangement, effective September 24th, 2025. This request is being made in preparation for my upcoming maternity leave, as my expected due date is October 21, 2025.

Per the company's policy and my discussion with Mrs. Hasnidar, I understand that the official notice for my maternity leave will be submitted once I am admitted for labor.

As we discussed previously, I would also like to formally request an extension of this work-from-home arrangement for an additional three to four months following my maternity leave. I want to assure you that I will remain fully committed to my work and will be available to attend in-person meetings or discussions at the office up to two days a week, as required.

I will submit the official paperwork for my maternity leave and the extended work-from-home request at the appropriate time.

I appreciate your understanding and support, and I am happy to discuss this further should you need more details.

Warm regards,



Siti Fatimah Rahamat