

**Ref. No.: 123456**

**12<sup>th</sup> January, 2026**

**Mr. John Doe  
12 Lane Road  
St. Andrew**

**Dear Mr. Doe:**

I am directed to inform you that the Public Service Commission has considered a report submitted by the Permanent Secretary, in the Ministry of Fire and Support, regarding allegation of gross insubordination against you, and has decided that a Disciplinary Charge not with a View to Dismissal should be proffered against you as set out in the attached Charge Sheet.

Please be advised that the Public Service Commission requires you to submit a written response on the grounds you wish to rely on to exculpate yourself from the charges in keeping with Regulations 42 of the Public Service Regulations, 1961. Your response should state whether you admit or deny the allegations as set out in the attached Charge Sheet. If you have supporting documentation upon which you wish to rely on, you can submit same.

Your written response must be submitted within **fourteen (14) days** of the date hereof, failing which we will proceed without further notice to you.

Yours sincerely,

Jane Doe (Miss)  
Human Resources Management  
Ministry of Fire and Support

Attch. (1)