

Ms. Jane Doe  
123 Lane  
Uptown P.O.  
St. Catherine

Dear Ms. Doe,

Please refer to the enclosed letter informing you that the Governor-General, acting on the advice of the Public Service Commission, has given approval for you to be interdicted from duty with effect from May 1, 2025, in accordance with Regulation 32 of the Public Service Regulations, 1961, pending the outcome of investigations into allegations of misconduct during your tenure at the Ministry of Duty.

This is based on the ongoing investigation by the Office of the Services Commissions into allegations of misconduct received from the Ministry of Duty.

I am directed to inform you that you are being afforded an opportunity to indicate to the Public Service Commission, the portion of your salary that ought to be withheld, during the period of your interdiction, whether it shall be quarter (1/4), half (1/2) or three quarter (3/4) salary.

You have fourteen (14) days from receipt of this letter within which to submit a response to the Chief Personnel Officer for the attention of the Public Service Commission.

Failure to respond within the prescribed time will result in the Public Service Commission making a recommendation to His Excellency, the Governor-General without further reference to you as to the proportion of salary that is to be withheld.

Yours sincerely,

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John Max  
Chief Personnel Officer