



Appendix VII

Ref #
Address of Ministry/Department
In replying, the above
number and date of
this letter should be
quoted.

LETTER OF CONFIRMATION

Date.....

Mr/Mrs/Miss/Ms
ufs *Permanent Secretary, Office of the Prime Minister
(Central Administrative Services Tobago)/
*Chief Administrator, Tobago House of Assembly
(*delete as appropriate)

Dear Sir/Madam

Director of Personnel Administration’s letter... (Reference of first letter of
appointment/promotion).... dated..... (date of the letter)..... appointing/promoting
you as(Office).... in the *Public Service/ *Ministry/ *Department with effect from
.....(date of appointment/promotion)..... refers.

In accordance with the powers delegated to me by the Public Service Commission,
(Delegation of Powers) (Amendment) Order, 2006, Legal Notice No.105 dated 24th May,
2006, I have confirmed your appointment.

Yours faithfully

.../signed/.....
*Permanent Secretary, Office of the Prime Minister (CAST)/
*Chief Administrator, Tobago House of Assembly
(*delete as appropriate)

- c Compt. of Accts
- Aud.Gen’l
- D.P.A
- Officer’s Personal File
- Accounting Unit
- Internal Audit