

SAMPLE EMPLOYER NOTICE OF FINAL DECISION TO REVOKE JOB OFFER BECAUSE OF CONVICTION HISTORY



[DATE]

Re: Final Decision to Revoke Job Offer Because of Conviction History

Dear [APPLICANT NAME]:

We are following up about our letter dated [DATE OF NOTICE] which notified you of our initial decision to revoke (take back) the conditional job offer:

(Please check one:)

- We did not receive a timely response from you after sending you that letter, and our decision to revoke the job offer is now final.
- We made a final decision to revoke the job offer after considering the information you submitted, which included: [LIST INFORMATION SUBMITTED] _____

After reviewing the information you submitted, we have determined that there was was not (check one) an error on your conviction history report. We have decided to revoke our job offer because of the following conviction(s):

- [LIST CONVICTION(S) THAT LED TO DECISION TO REVOKE OFFER] _____
- _____
- _____

Our Individualized Assessment:

We have individually assessed whether your conviction history is directly related to the duties of the job we offered you. We considered the following:

1. The nature and seriousness of the conduct that led to your conviction(s), which we assessed as follows: [DESCRIBE WHY CONSIDERED SERIOUS] _____
2. How long ago the conduct occurred that led to your conviction, which was: [INSERT AMOUNT OF TIME PASSED] and how long ago you completed your sentence, which was: [INSERT AMOUNT OF TIME PASSED].
3. The specific duties and responsibilities of the position of [INSERT POSITION], which are: [LIST JOB DUTIES] _____

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We believe your conviction record lessens your fitness/ability to perform the job duties and have made a final decision to revoke the job offer because:

Request for Reconsideration:

(Please check one:)

- We do not offer any way to challenge this decision or request reconsideration.
- If you would like to challenge this decision or request reconsideration, you may:

[DESCRIBE INTERNAL PROCEDURE]

Your Right to File a Complaint:

If you believe your rights under the California Fair Chance Act have been violated during this job application process, you have the right to file a complaint with the Civil Rights Department (CRD). There are several ways to file a complaint:

- File a complaint online at the following link: ccrs.calcivilrights.ca.gov/s/
- Download an intake form at the following link: calcivilrights.ca.gov/complaintprocess/filebymail/ and email it to contact.center@calcivilrights.gov or mail it to 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758.
- Visit a CRD office. Click the following link for office locations: calcivilrights.ca.gov/locations/

For more information, visit calcivilrights.ca.gov/complaintprocess/ or call (800) 884-1684.

Sincerely,

[Employer contact person name]

[Employer company name]

[Employer address]

[Employer contact phone number]