

**[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 _____:

We are following up about our letter dated _____, 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: _____

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):

- _____
- _____
- _____

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 all of the following:

1. **The nature and seriousness of the 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 _____ years ago, and how long ago you completed your sentence, which was _____ years ago.**
3. **The specific duties and responsibilities of the position of _____, which are:** _____

* This notice is required by the California Fair Chance Act, Cal. Gov't Code Section 12952.

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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 California Department of Fair Employment and Housing (DFEH). There are several ways to file a complaint:

- ✓ File a complaint online at <https://ccrs.dfeh.ca.gov>
- ✓ Download an intake form at <https://www.dfeh.ca.gov/complaint-process/file-a-complaint/filing-a-complaint-by-mail-2> and email it to contact.center@dfeh.gov or mail it to 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758.
- ✓ Visit a DFEH office (<https://www.dfeh.ca.gov/contact-us/office-locations>)

For more information, visit <https://www.dfeh.ca.gov/complaint-process> or call (800) 884-1684.

Sincerely,

_____ *(CONTACT PERSON NAME)*
_____ *(EMPLOYER/COMPANY)*
_____ *(ADDRESS)*
_____ *(PHONE NUMBER)*