**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 thatthere  WAS  WAS NOT (check one) an error on your conviction history report.

Therefore, we 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 all of the following:

**1. The nature and seriousness of the conduct that led to your conviction(s), which we assessed as follows:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [EMPLOYER, DESCRIBE WHY CONSIDERED SERIOUS]

**2. How the conviction(s) are directly related to the position applied for:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[EMPLOYER, EXPLAIN HOW THE CONVICTION(S) RELATE TO THE POSITION APPLIED FOR]

**3. How long ago the conduct occurred that led to your conviction and age when convicted, which was:** [INSERT AMOUNT OF TIME PASSED AND AGE AT TIME OF CONVICTION] **and how long ago you completed your sentence, which was:** [INSERT AMOUNT OF TIME PASSED].

**4. The specific duties and responsibilities of the position of** [INSERT POSITION]**, which are: (this may include exceptions i.e. Peace Officer and firefighter positions or positions that are mandatory disqualifications under state and federal law).**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[EMPLOYER, LIST JOB LIST DUTIES]

**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*, despite references* because:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Basis for Rejection**

**According to Nevada law, you may discuss this final decision with the** [insert human resource director or designee of appointing authority] **by contacting us at** [insert phone and email or appointment time].

**Your Right to File a Complaint:** If you believe your rights under Nevada law have been violated during this job application process, you have the right to file a complaint with the Nevada Equal Rights Commission (NERC), <http://www.nvdetr.org/nerc.htm>.

Sincerely,

[Employer contact person name]

[Employer company name]

[Employer address]

[Employer contact phone number]