

To: Department of XXXXX
Human Resources Manager
Address
Los Angeles, CA 90012

From: Candidate Name
XXXX Drive Street
Los Angeles, CA 90010

Dear Mr./Ms. XXXXXX:

I received the notification that the County of Los Angeles Department of XXXXXXXX (Department) intends to rescind the conditional offer of employment for the position of _____. I reviewed the conviction history report provided with the notification. This is to request the following:

- I am taking specific steps to obtain evidence and therefore need an additional five (5) business days to respond.

The specific steps I am taking are as follows*:

- I don't need an additional five (5) business days but want the department to reassess my application based on the following*:

Evidence challenging the accuracy of the conviction history report:

Evidence of rehabilitation or mitigating circumstances:

*** Submit additional documents/evidence as needed.**

CERTIFICATION OF APPLICANT (please read carefully): I hereby certify that all statements made in this response are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statement, regardless of when discovered, may result in my disqualification or dismissal from employment with the County of Los Angeles.

Date: _____ **Signature of Applicant:** _____