

Department Letterhead

CONFIDENTIAL

Date:

Applicant Name
XXXX Drive Street
Los Angeles, CA 90010

Dear Mr./Ms. XXXXXX:

NOTICE OF RESTORATION OF CONDITIONAL EMPLOYMENT OFFER

On ____ [DATE] ____, the County of Los Angeles Department of XXXXXXXX (Department) notified you of its preliminary decision to rescind the conditional offer of employment you received for the position of _____. You were informed of your right to respond before the decision became final and that you would be notified in writing of the Department's final decision based on all of the information submitted timely.

On DATE, the Department received your response, including evidence challenging the accuracy of your conviction history report, extent of rehabilitation, and/or other mitigating circumstances. The Department has reviewed and considered your response.

Based on all of the information available, including reasons, facts and/or documentation that you submitted, the Department is restoring the conditional offer of employment you received for the position of _____. Our [Human Resources Office] will contact you with information regarding next steps.

Thank you for your interest in employment with our Department. If you have any questions or require additional information, please contact [Department Contact Name], at (xxx) xxx-xxxx.

Sincerely,

Name
Departmental Human Resources Manager