

Date

Applicant Name  
1234 ABCD St.  
Los Angeles, CA 90001

Dear Applicant,

After a criminal background check was performed, (company name) has determined to rescind our offer of employment for the position of (job position). See the attached copy of the Individualized Assessment for a more detailed explanation.

As required by the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance (FCIHO) (LAAC 10.48 / LAMC 189.00 – select one), we are providing you with copies of the following documentation:

- Written Notice to rescind offer of employment (this letter)\*
- Individualized Assessment, AND
- Any documentation used to make this decision (e.g. Criminal History, Criminal History Report, Criminal reference, etc.)

You have (enter # of days) business days\*\* from the receipt of this notice to provide information or documentation regarding the accuracy of your Criminal History or Criminal History Report, including but not limited to, evidence of rehabilitation or errors in the Criminal History Report. If we receive your information during this time period, **we are required** to reassess our decision. You will be notified of our final decision and provide you with a copy of our written reassessment. If we do not hear from you within this time period, this decision will be final.

Sincerely,

Employer Human Resource Contact Person  
Employer Company Name  
Employer Address  
Employer Contact Phone Number

\*If you have any questions/concerns about this notification or the FCIHO, please contact:

City of Los Angeles  
Department of Public Works  
Office of Wage Standards  
1149 S. Broadway Street, 3<sup>rd</sup> Floor  
Los Angeles, CA 90015  
Phone: (844) 924-3752  
[wagesla@lacity.org](mailto:wagesla@lacity.org)

\*\*Must be at least five (5) business days