

NOTICE OF RESCISSION OF CONDITIONAL OFFER OF EMPLOYMENT  
Pursuant to Portland City Code, 23.10.030 F & Administrative Rule \_\_\_\_\_

[Name of Applicant]  
[Physical or email address]

Date:

Dear Applicant:

You were extended a Conditional Offer of Employment on \_\_\_\_\_ for the position of \_\_\_\_\_, after which time a review of your Criminal History was conducted.

After conducting an individualized assessment of your Criminal History as it relates to the position for which you have applied, we have decided to rescind this offer based on the highlighted item(s) in the attached Criminal History report.

The Criminal History report was generated by the company named below. Please address any perceived errors, misstatements or omissions to the reporting company.

XYZ Criminal History Check, Inc.

Address

Phone number

Website

Thank you for your interest in our company.

Sincerely,

Jane Doe  
HR Administrator