

SAMPLE LETTER OF EXPLANATION

Name of Company Representative
Company Name
Company Address

Dear Mr./Ms. _____:

Please accept the following explanation regarding the lack of information on the employment application about my felony conviction(s) of _____ that occurred on _____. I don't want to mislead or lie by not providing more detailed information on the application. However, due to the confidentiality of this information and the embarrassment I feel over my past mistakes, I really would like the opportunity to explain this to you in person.

While you most likely have reservations about hiring an ex-felon, and rightfully so, I would probably feel the same way if the position were reversed. I can only hope to explain the specifics of my conviction(s) and how I have taken responsibility for my previous actions and now that I have the opportunity to turn my life around, why I will be an outstanding employee.

To provide more assurance of my commitment to being employed, the U.S. Department of Labor is willing to post a \$5,000 fidelity bond on my behalf at no cost to you. Additionally, the Internal Revenue Service offers a one-time tax credit of \$2,400 to employers who hire eligible ex-felons. For more information on these programs, you can contact the local Department of Labor office.

Whatever your decision, I thank you for your time and consideration.

Respectfully,

Need A Job