

EXAMPLE

LETTER OF EXPLANATION TO ATTACH TO APPLICATION

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Date:

Name of person

Title

Business name

Business address

Dear (employer):

Please accept this letter of explanation regarding the lack of information given on the employment application concerning my felony conviction of \_\_\_\_\_ that occurred on \_\_\_\_\_. I do not want, nor intend to mislead you by not providing detailed information on the application. However, due to confidentiality of this matter, I would appreciate the opportunity to explain this to you in person.

If given an interview, I would gladly explain the specifics concerning my record, and look at this as an opportunity to make changes and better choices. I want the opportunity to prove to you I can and will be an outstanding employee.

Furthermore, the IRS offers a one-time \$2,400 tax credit to employers who hire felons and Iowa offers a tax deduction of 65 percent of wage paid in the first 12 months of employment; the maximum deduction is \$20,000 per employee. In addition to this is a \$5,000 fidelity bond that can be posted for a period of 6 months at no cost to you. These employer benefits are available to you through Iowa Workforce Development at no fee and very little paperwork.

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

Respectfully,

*Joe Applicant*

Joe Applicant

# **John J. Doe**

123 Re-entry Ave – Akron, OH 44308

330-111-2345

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Dear Prospective Employer:

My name is John and I am currently seeking employment with your company. The reason I am attaching this instead of a cover letter, is to explain to you that I have a felony conviction. I wanted to take this opportunity to explain my situation and to offer some reassurance.

In 2004, I was convicted of a computer related offense involving pornography, and I consequently served 4 ¼ years in federal prison. During this time, I had the chance to learn from my mistakes and make the necessary changes to improve my life. Since my release, I have been attending individual and group treatment which has helped me to continue making improvements and learn tools to prevent any re-offending behavior.

As you may already know, your company is eligible to receive the work opportunity tax credit, along with a refund for up to fifty percent of any job training offered to me. I am also eligible for the federal bonding program, which offers a limited insurance plan of five thousand dollars.

If you would like additional information about the tax credit, or insurance plan, please let me know, and I can provide this to you. Also, if you wish to discuss this matter further, I may be contacted at 330-111-2345. Thank you for your time and consideration.

Sincerely,

John J. Doe