

## LETTER TO EMPLOYER

### Instructions to User

1. Complete this letter.
2. With this letter include a copy of your *Order for Request for Certificate of Good Conduct*.
3. Send your letter to your employer.

Date: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To Whom It May Concern:

On \_\_\_\_\_, I was granted a Certificate of Good Conduct by the Circuit Court of \_\_\_\_\_ County.  
*Date* *County*

This letter is to inform you of the effect of a Certificate of Good Conduct.

A Certificate of Good Conduct is a judicial finding that a person who has been convicted of a criminal offense has been fully rehabilitated in the eyes of the law. A Certificate of Good Conduct protects employers against criminal and civil liability for claims arising out of the hiring of someone with a criminal record. See 730 ILCS 5/5-5.5-25(c). In addition, a Certificate of Good Conduct may remove licensing and employment barriers that prohibit a person with a criminal record from holding certain types of employment. See 730 ILCS 5/5-5.5-25(a).

It is evidence that a person is worthy and able of employment despite his or her criminal record. The General Assembly has provided this remedy in order to alleviate employers' fears about potential liability risks associated with hiring someone with a criminal record, and to help those who have been rehabilitated obtain the employment needed in order to live a productive and fulfilling life.

The Certificate of Good Conduct I obtained was awarded after a full hearing during which I satisfied the court by clear and convincing evidence that I was fully rehabilitated and deserving of the Certificate of Good Conduct. A copy of my *Order for Request for Certificate of Good Conduct* is enclosed with this letter.

Sincerely,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Street Address, Apt #*

\_\_\_\_\_  
*City* *State* *Zip*

\_\_\_\_\_  
*Phone*