Conditional Offer Letter Template

For employers using Clean Slate Fast Track. Replace the bracketed text, put it on your letterhead, and have your own counsel review it before use. The offer stays yours to make or withdraw; this letter only records that it is conditioned on a court order the applicant is pursuing.

[Company letterhead]

[Date]

[Applicant name]
[Applicant address]

Re: Conditional offer of employment, [position title]

Dear [Applicant first name],

[Company name] is pleased to offer you the position of [position title] at [location], reporting to [supervisor], at a starting rate of [pay] [per hour or per year]. We would like you to start on [proposed start date], or on a later date we agree to under paragraph 2.

1. **Condition.** This offer is conditioned on the entry of a court order vacating the Washington conviction that appeared on your background check, or on written confirmation from your attorney that no such order is required for this position. You have told us that you have retained Baldwin Legal Group, PLLC to petition for that order.

2. **Timing.** We will hold this offer open until [hold date, for example 90 days from the date of this letter]. If the petition has been filed but the court has not yet ruled by that date, we will discuss in good faith whether to extend the hold. You may share with us the letter from your attorney confirming that your case is underway and its expected timeline, and a copy of the order once it is entered.

3. **No other change.** All other conditions of employment that apply to every new hire in this position, including [drug screen, driving record check, reference check, I-9 verification], still apply.

4. **[Optional] Fee assistance.** [Company name] will [pay or advance] the attorney fee for the petition directly to Baldwin Legal Group, PLLC. You remain the client. We will not receive or review your case file, and we will not direct the representation. [If advanced: The advance will be repaid through [payroll deduction schedule] and forgiven if you remain employed through [date].]

5. **Fair Chance Act.** [Company name] has followed the Washington Fair Chance Act (RCW 49.94) in making this offer, including giving you the Attorney General's Fair Chance Act guide. We will keep this offer open while your case is underway, as described in paragraph 2.

6. **At-will employment.** Nothing in this letter creates a contract of employment for any fixed term. Employment, once it begins, is at will.

Please sign below to accept this conditional offer and return a copy by [date].

Sincerely,
[Name], [Title], [Company name]

Accepted: _____ Date: _____

Notes for the employer

- Once a conviction is vacated, the court sets it aside and dismisses the case, and the applicant may lawfully answer "no" to a question about convictions after the order is entered (RCW 9.96.060). Until then the conviction still exists.
- Baldwin Legal Group does not send case updates to employers. The applicant receives a letter confirming the case is underway and the expected timeline, written to share with you. If your company pays the fee, you receive a receipt when work starts and, with the applicant's permission, an email when the order is entered.
- Washington's Fair Chance Act (RCW 49.94, updated July 2026): employers with 15 or more employees, and all employers starting January 1, 2027, may not ask about or check criminal history until after a conditional offer, and must follow set steps before withdrawing one. Use this letter only after your conditional offer and background check. See the companion guide and the Attorney General's guide at atg.wa.gov/fair-chance-act, and check with your own counsel.
- Nothing of value is paid or accepted for referrals to the firm.

General information, not legal advice, and not a substitute for advice from your own employment counsel. Baldwin Legal Group, PLLC represents the applicant in a Clean Slate matter, not the employer. Attorney advertising. Baldwin Legal Group, PLLC, 123 Fir Street NE, Olympia, WA 98506, 360.858.6025.