How to Write an Employment / Job-Offer Letter

Thank you for considering this. A written job offer is one of the most powerful documents in a parole packet — the Board weighs employment heavily, and a real, specific offer from someone with actual hiring authority does more than almost anything else in the file. This letter has to come from you, not from the applicant — they cannot write it for themselves.

What your letter needs to include

- Company letterhead, with your contact information
- The date
- The applicant's full name and TDCJ ID#
- Your position at the company (this establishes that you have authority to make the offer)
- The explicit offer: job title, full-time or part-time, expected hours per week, and rate of pay (or a pay range)
- The best time of day to reach you
- Your signature

It can be handwritten, but it should still be on company letterhead.

A few things worth knowing before you write

- **This is not a binding contract.** Texas is an at-will employment state, so a written offer doesn't lock you in — you can change your mind later without legal exposure to you or your company. You're not signing away flexibility by putting this in writing.
- **If you're a relative offering a position through your own small business,** it strengthens the letter to include something that proves the offer is real — a copy of your EIN or a business license, for example. Fake job offers have been a recurring problem the Board watches for, and a legitimate offer that can't be verified sometimes gets treated with the same suspicion as a fabricated one.

Where to send it

Mail a signed copy to the applicant, and a separate signed copy to:

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TDCJ Parole Division, Attention: Correspondence
P.O. Box 13401, Capitol Station
Austin, TX 78711
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The applicant's Institutional Parole Officer can confirm this is still the correct address before you mail — it changes for Special Review and clemency requests.

Why this might be worth doing

Hiring someone with a criminal record isn't just a favor — there are real, tangible incentives:

- **Federal Work Opportunity Tax Credit (WOTC):** a federal tax credit of up to $2,400 per qualifying hire, administered through the U.S. Department of Labor in partnership with state workforce agencies — in Texas, that's the Texas Workforce Commission and the Texas Comptroller's office. Ask either agency how to certify a new hire for the credit.
- **Federal Bonding Program:** free fidelity bonding for job candidates who are otherwise considered "un-bondable" because of a criminal record, protecting you against losses from dishonest acts by that employee at no cost to you. It's administered through state workforce agencies — contact the Texas Workforce Commission to ask about current enrollment and coverage in Texas.

Neither program replaces the need for a genuine offer, but they're worth knowing about if cost or risk is part of your hesitation.

Checklist before you mail it

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[ ] Written on company letterhead
[ ] Dated
[ ] Applicant's full name and TDCJ ID# included
[ ] Your position/title stated
[ ] Explicit offer: job title, hours, pay rate
[ ] Best time to reach you included
[ ] Signed
[ ] (If a relative-owned business) EIN or business license copy included
[ ] Copy sent to the applicant AND to the Board address above
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Other Resources

- **TX-CURE** (Texas CURE) — statewide criminal-justice advocacy nonprofit: www.texascure.org · (214) 348-0293
- **TIFA** (Texas Inmate Families Association) — support and advocacy for families of incarcerated people: www.tifa.org · (512) 371-0900
- **Board of Pardons and Paroles, Office of the Ombudsman** — for questions about the parole process: (512) 406-5864 · bpp-pio@tdcj.texas.gov
- **Texas Workforce Commission** — for WOTC certification and Federal Bonding Program enrollment questions: www.twc.texas.gov

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