

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Company Name]

Dear [Employee's Name],

I hope this message finds you well. I am writing to invite you to participate in a mediation session regarding the recent workplace dispute. Our goal is to facilitate a constructive dialogue that addresses the issues at hand and promotes a positive working environment.

The details of the mediation session are as follows:

- **Date:** [Proposed Date]
- **Time:** [Proposed Time]
- **Location:** [Proposed Location]

Please let me know if you are available at the proposed time or if there is another time that works better for you. Your participation is crucial to resolving this matter amicably.

Thank you for your attention to this important issue. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]