

# Conflict Resolution Procedures

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Conflict Resolution Procedures Notification

Dear [Recipient's Name],

This letter serves to inform you about the procedures in place for resolving conflicts that may arise in our organization. Our goal is to address issues promptly and effectively while ensuring a fair and respectful environment.

## Step 1: Direct Communication

If you have a conflict, we encourage you to communicate directly with the involved party. This may resolve the issue amicably and strengthen working relationships.

## Step 2: Mediation

If direct communication does not lead to a resolution, you may request mediation. Please contact [Name of Mediation Coordinator] at [Contact Information] to arrange a meeting.

## Step 3: Formal Grievance

Should the conflict remain unresolved, you have the right to file a formal grievance. Please fill out the grievance form attached to this letter and submit it to [Designated Authority] within [number of days].

## Step 4: Review and Resolution

The designated authority will review your grievance and conduct any necessary investigations. A resolution will be communicated to you within [timeframe].

We believe that through these procedures, we can maintain a constructive and positive work environment. Should you have any questions or require assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]