

Employee Relationship Improvement

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Enhancing Our Working Relationship

Dear [Employee Name],

I hope this message finds you well. I am writing to discuss our recent interactions and to express my desire to improve our working relationship.

It is important to me that we create a positive and collaborative work environment, and I recognize that there have been challenges in our communications. I believe that together we can address these issues effectively.

I would like to propose a meeting where we can openly discuss our perspectives and work towards a mutual understanding. I value your input and believe that your contributions are essential to our team's success.

Please let me know your availability for a meeting in the coming days. Thank you for your time and consideration.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]