

Staff Disagreement Facilitation Letter

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Facilitation of Staff Disagreement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the recent disagreement that has arisen between [Insert Name(s) of Involved Staff Members] regarding [Briefly Describe the Issue]. It is essential that we approach this matter collaboratively to ensure a positive work environment for everyone involved.

To facilitate a productive discussion and to explore potential resolutions, I suggest we schedule a meeting at a mutually convenient time. This will provide a platform for each party to express their perspectives and work towards an amicable solution.

Please let me know your availability for the meeting, and do not hesitate to share any additional thoughts or concerns you may have regarding this matter.

Thank you for your attention to this issue, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]