

# Team Dispute Mediation Letter

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Mediation of Team Dispute

Dear [Team Member's Name],

I hope this message finds you well. I am writing to formally address the ongoing dispute that has come to my attention within our team, specifically regarding [briefly describe the issue].

In order to facilitate a constructive dialogue and resolve the matter amicably, I would like to propose a mediation session. This session will provide an opportunity for all parties involved to express their perspectives and work collaboratively towards a resolution.

Please let me know your availability for this mediation. I suggest we aim to meet on [proposed date] at [proposed time] in [proposed location]. If this time does not work for you, I am open to suggestions.

Thank you for your attention to this matter. I believe that, with open communication, we can resolve this issue constructively.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]