

Conflict Resolution Letter

Date: _____

To: [Employee's Name]

From: [Your Name]

Subject: Addressing Workplace Conflict

Dear [Employee's Name],

I hope this message finds you well. I am writing to address a concern that has arisen between us regarding [specific incident or issue]. It is important to me that we maintain a positive and productive working environment.

I believe that open communication is key to resolving misunderstandings, and I would like to invite you to discuss this matter further. We can explore our perspectives and work towards a mutually satisfactory resolution.

Please let me know your availability for a meeting within the next few days, as I believe that we can resolve this issue constructively.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]