

Employee Issue Mediation Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Mediation of Employee Issue

Dear [Employee's Name],

We are writing to address the concerns you have raised regarding [briefly outline the issue]. It is important to us that we find a resolution that fosters a positive working environment.

To facilitate this, we would like to schedule a mediation session where you can express your concerns and we can work together towards a resolution. Please find the details below:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

If this time is not convenient for you, please let us know your availability, and we will do our best to accommodate.

Your input is essential as we navigate this matter, and we appreciate your willingness to engage in this process.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]