

# Resolution Plan for Employee Disputes

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Resolution Plan for Dispute

Dear [Employee's Name],

We acknowledge the recent dispute that has arisen and appreciate your willingness to address the issues at hand. To ensure a fair and swift resolution, we propose the following plan:

## 1. Overview of the Dispute

[Briefly describe the nature of the dispute]

## 2. Objectives

[Outline the goals of the resolution process]

## 3. Steps for Resolution

1. Initial Meeting: [Date and Time]
2. Discussion of Concerns: [Details]
3. Proposed Solutions: [Details]
4. Follow-Up Meeting: [Date and Time]

## 4. Timeline

[Provide a timeline for each step]

## 5. Responsibilities

[Define the roles and responsibilities of each party]

## 6. Feedback Mechanism

[Describe how feedback will be gathered throughout the process]

We are committed to a fair resolution and believe this plan will facilitate a constructive dialogue. Please review this plan and let us know your thoughts by [Insert Date].

Thank you for your attention to this matter.

Sincerely,

[Manager's Name]

[Title]

[Company Name]

[Contact Information]