

Employee Mediation Request

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Human Resources Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear HR Team,

I hope this message finds you well. I am writing to formally request mediation regarding an ongoing issue with [Name of the other party or 'a colleague'] in [mention department or team if applicable].

The situation has been increasingly challenging, and I believe that mediation would help us reach a mutually agreeable resolution. I am committed to working towards a positive outcome and believe that with the assistance of a mediator, we can address our differences constructively.

I would appreciate it if you could assist in arranging a mediation session at your earliest convenience. Please let me know the necessary steps I should follow to proceed with this request.

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

Sincerely,

[Your Name]

[Your Contact Information]