

Conflict Resolution Process Letter

Date: [Insert Date]

To: [Employee's Name]

From: [HR Representative's Name]

Subject: Conflict Resolution Process Initiation

Dear [Employee's Name],

We are writing to formally acknowledge the conflict you reported regarding [brief description of the conflict]. We take such matters seriously and wish to ensure a fair and thorough resolution.

As part of our conflict resolution process, we propose the following steps:

1. **Initial Discussion:** We will schedule a meeting between you and [other party involved] to discuss the situation directly.
2. **Investigation:** If necessary, we will gather further information and speak with witnesses to understand all perspectives.
3. **Proposed Solution:** Following our investigation, we will propose a resolution that we believe addresses the concerns raised.
4. **Follow-up:** We will schedule a follow-up meeting to ensure the resolution is satisfactory and to prevent future conflicts.

Please confirm your availability for the initial discussion by [insert date]. If you have any questions or need further clarification, feel free to reach out to me directly.

Thank you for your cooperation.

Sincerely,

[HR Representative's Name]

[HR Representative's Title]

[Company Name]