

Appointment Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been appointed as the Mediation Coordinator for [Organization/Company Name], effective [Start Date]. In this role, you will be responsible for overseeing the mediation process and ensuring that all parties involved have a fair and equitable opportunity to address their grievances.

Your expertise and experience in conflict resolution make you an ideal candidate for this position, and we are confident that you will excel in this role. As Mediation Coordinator, your duties will include:

- Facilitating mediations between conflicting parties.
- Maintaining confidentiality throughout the mediation process.
- Developing and implementing training programs for mediators.
- Reporting on mediation outcomes to senior management.

We look forward to your contributions and leadership in promoting a collaborative and peaceful environment. Please confirm your acceptance of this appointment by signing and returning this letter by [Response Deadline].

Sincerely,

[Your Name]

[Your Title]

[Organization/Company Name]

[Contact Information]

Accepted by: _____

Date: _____