

# Team Conflict Discussion

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Addressing Our Recent Team Conflict

Dear [Team Member's Name],

I hope this message finds you well. I am writing to address the recent conflict that has arisen within our team regarding [insert specific issue]. It is important for us to discuss this matter openly and constructively.

To facilitate this discussion, I would like to propose a meeting on [insert proposed date and time]. I believe that by coming together, we can better understand each other's perspectives and work towards a resolution that benefits the entire team.

Please let me know if this time works for you or if there is another time that is more convenient.

Thank you for your cooperation and understanding. I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]