

Employment Discrimination Mediation Acknowledgment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves to acknowledge your request for mediation concerning the employment discrimination complaint filed on [Insert Date of Complaint]. We appreciate your willingness to engage in this process.

Please be advised that mediation is scheduled on [Insert Date of Mediation] at [Insert Time] and will take place at [Insert Location]. Our mediator, [Mediator's Name], will facilitate the session.

Should you have any questions or require further assistance prior to the mediation, please do not hesitate to reach out to my office at [Insert Contact Information].

Thank you for your cooperation as we work towards a resolution.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]