

Mediate Discrimination Case Confirmation

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We are writing to confirm the mediation session scheduled regarding your employment discrimination claim against [Company Name]. Below are the details:

Date of Mediation: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

This mediation aims to provide a neutral environment for both parties to discuss the issues at hand and explore possible resolutions. We encourage you to prepare any materials or documents you wish to present.

Please confirm your attendance by [Insert Confirmation Date]. If you have any questions or require further assistance, do not hesitate to contact us at [Insert Contact Information].

We look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]