

Follow-Up on Mediation Session

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our recent mediation session regarding the employment discrimination case between [Your Name/Company Name] and [Other Party's Name/Company Name] that took place on [Date of Mediation].

During our discussions, we explored several key issues, including [briefly summarize the main points discussed]. I appreciate the opportunity for open dialogue and cooperation aimed at resolving these matters amicably.

As we move forward, I would like to reiterate my commitment to finding a satisfactory resolution. Please let me know if there are any further steps or additional information you require from my side to assist in this process.

Thank you once again for your time and willingness to engage in this important dialogue. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]