

Introduction to Mediation

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Introduction to Employment Discrimination Mediation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally introduce the mediation process regarding the employment discrimination complaint filed on [insert date of complaint].

Mediation is a voluntary and confidential process aimed at resolving disputes amicably. We believe that engaging in mediation can offer an opportunity for both parties to discuss their perspectives and reach a mutually acceptable resolution without the need for formal legal proceedings.

We propose the initial mediation session to occur on [insert proposed date] at [insert location or platform for virtual mediation]. Please confirm your availability for this date or suggest an alternative that works for you.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]