

Employment Discrimination Mediation Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as a formal notice regarding the upcoming mediation session related to your employment discrimination complaint filed with [Company/Organization Name].

Mediation Date: [Insert Mediation Date]

Mediation Time: [Insert Mediation Time]

Mediation Location: [Insert Mediation Location]

As per our previous communication, the mediation session aims to resolve the issues raised in your complaint amicably and confidentially. We encourage you to attend and bring any relevant documentation or support.

If you have any questions or require further assistance, please feel free to reach out to [Contact Person's Name] at [Contact Person's Phone] or [Contact Person's Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]