

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Subject: Mediation Resolution Agreement

Dear [Recipient's Name],

This letter serves as a formal record of the mediation resolution reached on [insert date of mediation] regarding the employment discrimination claim raised by [Employee's Name].

The parties agree to the following terms:

- [Term 1: Describe the resolution or agreement reached]
- [Term 2: Any compensation or corrective actions agreed upon]
- [Term 3: Future commitments or changes in policy]

Both parties acknowledge that this resolution aims to promote a respectful and inclusive workplace environment. The agreed-upon terms are binding and signify a mutual commitment to prevent future discrimination claims.

If you have any questions or wish to discuss this agreement further, please feel free to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]