

Resolution Agreement Letter

Date: [Insert Date]

To: [Employee/Team Name]

From: [Manager/HR Name]

Subject: Resolution Agreement Regarding [Conflict Issue]

Dear [Employee/Team Name],

Following our recent discussions regarding the conflict that has arisen within our organization, we have reached an understanding that we believe will foster a more positive working environment. This letter serves to outline the terms of our resolution agreement.

Agreement Terms

1. **Issue Acknowledgement:** Both parties acknowledge the existence of the conflict and its impact on team dynamics.
2. **Understanding:** Each party agrees to respect differing viewpoints and communicate more openly.
3. **Action Steps:** Both parties will engage in regular check-ins to discuss any ongoing issues.
4. **Follow-up Date:** A review of the situation will be conducted on [Insert Date].

We believe that this agreement will contribute to a more productive and harmonious workplace. Please sign below to confirm your understanding and acceptance of this resolution agreement.

Best regards,

[Your Name]

[Your Position]

Acceptance

I, [Employee/Team Name], agree to the terms outlined in this resolution agreement.

Signature: _____ Date: _____