

# Mediation Process Letter Template

Date: [Insert Date]

Dear [Volunteer Name],

We hope this message finds you well. We are reaching out to you regarding some concerns that have arisen in relation to your volunteer experience with [Organization Name]. In order to address these issues amicably, we would like to initiate a mediation process.

The purpose of this mediation is to provide a safe and supportive environment where both parties can express their concerns and work towards a resolution. We believe this process will facilitate better understanding and improve the situation.

## Mediation Details

**Facilitator:** [Mediator's Name]

**Date and Time:** [Insert Date and Time]

**Location:** [Insert Location]

We encourage you to share your thoughts and feelings openly during this session. It is important to us that you feel heard and respected. Please confirm your attendance by [Insert Confirmation Date].

Thank you for your commitment to our organization and your willingness to engage in this process. We look forward to working together towards a positive outcome.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]