

Closure Letter After Conflict Resolution Meeting

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Closure Following Conflict Resolution Meeting

Dear [Recipient's Name],

I would like to take this opportunity to thank you for participating in the conflict resolution meeting held on [insert date]. I appreciate your willingness to discuss and address the issues that have affected our collaboration.

During our meeting, we were able to identify the key challenges we faced and explore potential solutions. I am pleased to report that we reached a mutual understanding on the following points:

- [Point 1: Summary of agreement or understanding]
- [Point 2: Summary of agreement or understanding]
- [Point 3: Summary of agreement or understanding]

As we move forward, it is important to maintain open lines of communication. I believe that by applying what we have discussed, we can create a more positive and productive environment for all involved.

Thank you once again for your commitment to resolving these matters amicably. Should you have any further questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]