

Informal Resolution Guidelines

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Informal Resolution Guidelines

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a guide for addressing concerns informally before escalating to formal procedures.

1. Open Communication

Encourage direct dialogue to discuss the issue at hand. Approach the person involved in a respectful manner.

2. Listen Actively

Make sure to listen to the other party's perspective without interrupting. This shows that you value their input.

3. Identify Solutions

Work together to brainstorm possible solutions that are acceptable to both parties. Be open to compromise.

4. Document the Agreement

If a solution is reached, write down the points of agreement to avoid future misunderstandings.

5. Follow Up

Check in with each other after a set period to ensure the resolution is working effectively.

Should you have any questions or need further assistance, please feel free to reach out. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]