

# Job Role Mediation Steps for Employee Transition

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Job Role Mediation Steps for Transition

Dear [Employee Name],

As part of our commitment to ensuring a smooth transition during your change in job role, we have outlined the following mediation steps that will guide you through this process:

1. **Initial Discussion:** A one-on-one meeting will be scheduled to discuss your new role, expectations, and any concerns you may have.
2. **Role Clarification:** We will provide a detailed overview of your new responsibilities and deliverables.
3. **Support System Setup:** Identify mentors or colleagues who can offer guidance and support during this transition.
4. **Training Opportunities:** Schedule any necessary training sessions to help you acclimate to your new position.
5. **Regular Check-ins:** Establish a timeline for regular meetings to assess your progress and address any challenges.
6. **Feedback Mechanism:** Implement a system for ongoing feedback to ensure continuous improvement and adaptation.

Please feel free to reach out if you have any questions or require further clarification on these steps. We are here to support you during this transition.

Best regards,

[Manager/Supervisor Name]

[Job Title]

[Company Name]

[Contact Information]