

Mediation Framework for Role Reassignment Discussions

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Mediation Framework for Role Reassignment Discussion

Dear [Insert Recipient Name],

I hope this letter finds you well. As we continue to navigate the topic of role reassignment within our team, I would like to propose a mediation framework to facilitate our discussions and ensure that all parties feel heard and respected.

Proposed Mediation Framework

1. **Define the Objective:** Establish a clear understanding of the purpose of the role reassignment.
2. **Identify Stakeholders:** Determine who will participate in the mediation process.
3. **Set a Meeting Date:** Agree on a date and time for the discussion.
4. **Ground Rules:** Establish respect and confidentiality as foundational rules.
5. **Facilitation:** Suggest a neutral party to guide the discussion, if necessary.
6. **Action Items:** Document outcomes and follow-up actions.

I believe this structured approach will help us address any concerns and reach a resolution that satisfies everyone involved. Please let me know your thoughts on this proposal or if you have any additional points to consider.

Thank you for your attention to this matter. I look forward to your feedback.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Your Contact Information]