

Letter Template for Mediation

Date: [Insert Date]

To: [Employee 1 Name]

From: [Mediator Name]

Subject: Mediation Outline for Cross-Functional Roles

Introduction

This letter serves as an outline for the upcoming mediation session aimed at addressing the concerns between [Employee 1 Name] and [Employee 2 Name], both of whom hold cross-functional roles within [Company Name].

Objectives of Mediation

- Clarify misunderstandings between both parties.
- Explore options for collaboration and communication.
- Develop an actionable plan that promotes a positive working relationship.

Participants

The mediation session will include:

- [Employee 1 Name] - [Job Title]
- [Employee 2 Name] - [Job Title]
- [Mediator Name] - [Mediator Title/Role]

Agenda

1. Opening Statements
2. Discussion of Issues
3. Exploration of Solutions
4. Action Plan Development
5. Closing Statements

Schedule

Date and Time: [Insert Date and Time]

Location: [Insert Location]

Confidentiality

All discussions during the mediation session will be treated with strict confidentiality.

Next Steps

Please confirm your attendance at the mediation session by [Insert Date]. If you have any questions or require further information, do not hesitate to reach out.

Thank you.

Sincerely,

[Mediator Name]

[Mediator Title/Role]