

Letter of Mediation for Departmental Role Clarification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally initiate a mediation process regarding the ongoing concerns related to role clarification within our department. It has come to my attention that there are some misunderstandings about the responsibilities and expectations for certain positions, which may be affecting our team's performance and morale.

To ensure that we can work effectively together, I propose a mediation meeting at a mutually convenient time. This meeting will provide an opportunity for all parties involved to voice their perspectives, discuss the issues at hand, and collaboratively seek a resolution that aligns with our departmental objectives.

Please let me know your availability for this meeting within the upcoming week. I believe that open communication will help us clarify roles and enhance our collaboration moving forward.

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

Sincerely,

[Your Name]
[Your Title]
[Company/Organization Name]
[Your Contact Information]