

# Goodwill Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to reflect on our recent interactions and the workplace dispute we faced. I believe it is essential for us to move forward positively and constructively.

While I acknowledge that tensions were high, I sincerely appreciate your perspective and the passion you bring to our work. It is important to me that we maintain a collaborative and respectful environment.

Moving ahead, I am committed to fostering open communication between us. I would like to propose that we meet to discuss any lingering concerns and work together toward a more harmonious workplace.

Thank you for your understanding and professionalism. I look forward to rebuilding our working relationship.

Warm regards,

[Your Name]

[Your Position]

[Your Company]