

# Employee Feedback for Conflict Resolution

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Feedback Regarding Recent Conflict

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide my feedback regarding the recent conflict that arose between [Involved Parties] on [Date]. I believe it is important to address the situation to ensure a harmonious work environment.

During the conflict, I noticed that [Describe Observations: behaviors, comments, etc.]. This created a challenging atmosphere for the team and hindered productivity.

To move forward, I recommend that we consider [Suggest Solutions: mediation, team-building activities, etc.]. I truly believe that with open communication and understanding, we can resolve this matter effectively.

Thank you for taking the time to consider my feedback. I am looking forward to your thoughts on how we can best proceed.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]