

Conflict Resolution Agreement Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of the resolution agreement reached concerning the recent conflict regarding [briefly describe the issue]. After careful consideration and discussions, we have come to a mutual agreement as outlined below:

Agreement Terms

- 1. [Detail the first term of the agreement]
- 2. [Detail the second term of the agreement]
- 3. [Detail any additional terms]

Both parties have agreed to adhere to these terms to ensure a peaceful and productive working relationship moving forward. We appreciate your cooperation and commitment to this agreement.

Please sign and return a copy of this letter by [insert deadline] to confirm your acceptance of the terms outlined above.

Thank you for your attention to this matter. Should you have any questions, please feel free to reach out to us at [your contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Accepted and Agreed:

[Recipient's Name] _____ Date: _____