

# Conflict Resolution Follow-Up Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussion regarding the conflict that arose on [date of conflict]. I appreciate your willingness to engage in open dialogue during our last meeting.

As we discussed, [briefly summarize the conflict and the resolution steps agreed upon]. I would like to check in on how things have progressed since our meeting and if there are any lingering issues that need to be addressed.

Please let me know a suitable time for us to touch base, either through email or a brief meeting. Your input is crucial for ensuring a positive working relationship moving forward.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]