

Conflict Resolution Meeting Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that a conflict resolution meeting has been scheduled to address the ongoing issues that have arisen. Your participation is important for a productive discussion.

Meeting Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or Video Call Link]

Please confirm your availability for this meeting at your earliest convenience. If you have any further questions or wish to reschedule, feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]