

Issue Escalation Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Escalation of Workplace Dispute

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate an ongoing issue regarding [briefly describe the issue] that has not yet been resolved despite previous attempts to address it.

Details of the Issue:

- **Date of Incident:** [Insert Date]
- **Parties Involved:** [Insert Names]
- **Description:** [Provide a detailed description of the issue]

Attempts made to resolve this issue include:

- [Detail any meetings, discussions, or communications that took place]
- [Detail any resolutions proposed or actions taken]

As the situation has not improved, I believe it is necessary to escalate this matter for further evaluation and resolution. I would appreciate your immediate attention to this issue, as it directly impacts [mention any relevant implications, e.g., team morale, productivity, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]