

Notification of Workplace Conflict

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Workplace Conflict

Dear [Recipient's Name],

I am writing to formally notify you of a conflict that has arisen in the workplace. This issue concerns [briefly describe the nature of the conflict, e.g., communication problems, disagreements over responsibilities, etc.].

The situation has been affecting my ability to work effectively and I believe it is important to address it promptly. I have made efforts to resolve this matter informally, but unfortunately, it remains unresolved.

I propose that we schedule a meeting to discuss this issue further and explore possible resolutions. Please let me know your availability for this meeting.

Thank you for your attention to this matter. I look forward to resolving this conflict amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]