

Subject: Addressing Workplace Conflicts

Dear Team,

I hope this message finds you well. I am writing to bring attention to a matter that has recently come to my notice: conflicts between colleagues that are affecting our team's dynamics and productivity.

It's important for us to foster a harmonious work environment where everyone feels respected and valued. Conflicts, if left unaddressed, can lead to decreased morale and collaboration.

I encourage everyone to engage in open communication and address any issues directly with the individuals involved. If you feel comfortable, consider setting up a time to discuss your concerns and find a resolution together. Remember, our Human Resources department is also available to mediate if necessary.

Let's work together to resolve our differences and strengthen our team. Thank you for your attention to this important matter.

Best regards,
Your Name
Your Position