

# Employee Conflict Resolution Discussion

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Conflict Resolution Discussion

Dear [Employee's Name],

I hope this message finds you well. I am writing to address a concern that has been brought to my attention regarding a conflict that has arisen between you and [Other Employee's Name]. It is important for us to resolve this issue collaboratively and constructively.

I would like to schedule a meeting to discuss this matter in detail. Please let me know your availability for the following dates and times:

- [Insert Date & Time Option 1]
- [Insert Date & Time Option 2]
- [Insert Date & Time Option 3]

The goal of our discussion will be to understand each party's perspective, identify potential solutions, and foster a healthier working relationship moving forward.

Thank you for your attention to this matter. I look forward to our conversation.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]