

Conflict Resolution Procedures Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Conflict Resolution Procedures

Dear [Recipient's Name],

This letter serves to formally outline the conflict resolution procedures that are to be followed regarding the current issue we are facing.

1. Identify the Conflict

Both parties are encouraged to identify and acknowledge the specific issues at hand.

2. Initial Discussion

We propose to have an initial discussion on [insert date] to address the concerns directly.

3. Mediation Process

If the issue is not resolved, a mediation session will be arranged with a neutral third party within [insert timeframe].

4. Follow-Up Procedures

Post-mediation, we will evaluate the agreements made and ensure compliance within [insert timeframe].

5. Escalation

If the conflict remains unresolved, it may be escalated to [insert relevant authorities or departments].

We are committed to resolving this matter amicably and look forward to your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]