

Invitation to Mediation Session

Dear [Employee Name],

We are writing to invite you to a mediation session scheduled for [Date] at [Time]. The session will take place in [Location]. This mediation is intended to address the ongoing workplace conflict that has arisen between you and [Other Employee Name].

The mediation will be facilitated by [Mediator's Name], a trained professional who will help both parties come to a mutual understanding and agreement.

Please acknowledge your attendance by [RSVP Deadline]. If you have any questions or concerns, do not hesitate to reach out.

We appreciate your cooperation in this matter and look forward to resolving this conflict in a constructive manner.

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]