

# Employee Grievance Mediation Proposal

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Proposal for Mediation Regarding Employee Grievance

Dear [Recipient's Name],

I am writing to formally propose a mediation session regarding an ongoing grievance that has affected my work experience and overall well-being at [Company Name]. The issue pertains to [briefly describe the grievance, e.g., workplace environment, communication issues, etc.], which I believe has led to confusion and frustration.

In an effort to resolve this matter in a constructive and amicable manner, I believe that mediation could provide an opportunity for all parties involved to express their concerns and seek a mutual understanding. The goal of this session would be to foster communication and find a resolution that is agreeable to everyone.

I suggest that we involve a qualified mediator who can facilitate this process. I am open to discussing potential dates and arrangements for this session at your earliest convenience. Your support and willingness to address this issue are greatly appreciated.

Thank you for considering this proposal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]