

Letter giving advice to subordinates to resolve a conflict (issue)

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I am writing this letter to do regarding the conflict that is going on between you and Mr. [enter employee name] on the project of [enter project name]. Dear [enter recipient's name], things do not work this way in businesses. There are many times when most of us have different point of views about a certain matter. In the case of disagreements, the better approach is to solve the matter by mutual discussions. According to my knowledge, you did not have a single meeting with Mr. [enter employee name] after the conference room conflict on [enter project name]. If this will continue, how do you think the problem will be resolved? Both of you are seniors to many employees, eventually a role model for them so i want you to be good examples for them. My humble advice to you is to kindly schedule a meeting with Mr. [enter employee name] and discuss this conflict with him to reach a point of consensus so that the work on the project could be started at the earliest. I hope you understand that our company wants its employees to be united and work in full harmony. Hope to see you both on one table. Thank you!

[You're Name]

[Senders Title] -Optional-