

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

Subject: Conflict Resolution Request

I hope this message finds you well. I am writing to formally address a conflict that has arisen between [Parties Involved] regarding [Brief Description of the Conflict].

[Provide a detailed account of the conflict, including relevant dates, incidents, and any attempts made to resolve the matter directly.]

I believe that resolving this issue is crucial for maintaining a harmonious work environment and ensuring productivity. Therefore, I kindly request the following:

1. [Specific request or action you would like HR to take]
2. [Any additional requests if applicable]

I appreciate your attention to this matter and am hopeful for a prompt resolution. Please feel free to reach out to me at your convenience to discuss this further.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title]
[Department]