

[Your Name]
[Your Job Title]

QVC

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

[Recipient's Name]
[Recipient's Job Title]

QVC

[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a recent conflict that has arisen between [Employee A's Name] and [Employee B's Name] within our team. Our goal is to resolve this matter constructively and ensure a positive work environment.

Overview of the Situation:

Briefly describe the conflict, including key events or interactions that have led to the current situation.

Understanding Different Perspectives:

- [Employee A's Name] perspective: Summarize their viewpoint and concerns.
- [Employee B's Name] perspective: Summarize their viewpoint and concerns.

Proposed Resolution:

Outline the steps you believe should be taken to resolve the conflict, including any meetings, discussions, or interventions.

Next Steps:

Suggest a follow-up meeting or further communication to ensure that all parties feel heard and that the resolution is being implemented effectively.

Thank you for your attention to this matter. I am confident that we can work together to resolve this issue and maintain a collaborative team environment.

Sincerely,

[Your Name]
[Your Job Title]