[Letterhead Details]

***Addressee (Full Name)***

**Address 1**

**Address 2**

**Address 3**

**Address 4**

**Address 5**

***Ref: [Sender’s Initials]/[Employee’s Initials]/[Number]***

***[Date]***

***Dear [Employee Title, Employee Surname],***

**Re: Mediation Arrangements – Confirmation**

Following recent discussions regarding your participation in mediation, I am taking the opportunity to write to confirm the arrangements and next steps. Thank you for your agreement to engage with this intervention which aims to develop and restore a positive working environment.

Regarding the Guide to Workplace Mediation and the Confidentiality Agreement previously sent to you, please sign and return the Confidentiality Agreement me as soon as possible as your formal acknowledgement and agreement to mediation taking place.

Mediation has been arranged to take place on **date** at **venue.** The actual duration of mediation is difficult to predict so I do please ask that you keep yourself available for the day to enable the maximum benefit from mediation.

The Mediators allocated are **[insert names],** one of whom will be in contact with you approximately a week before the Mediation is due to take place to advise on the process for the day and to reconfirm the timings/venue etc.

To help in the preparation for mediation, we ask that you consider your own goals for the mediation and confirm these on the enclosed form to bring with you on the day. This again, will help the mediators and both parties gain the most from mediation.

If your circumstances change and you are unable to attend, please call me on **xxxxx** by the **xxxxx** so we can discuss re-arranging your mediation. We need this notice to avoid potential additional costs for NHSBT but also to enable all involved reasonable notice of any changes.

I also wanted to remind you of our Employee Assistance Programme. The service is available 24 hours a day, 7 days a week, providing professional help to deal with work or personal issues. If you feel you might benefit from accessing this programme you can either call the 24-hour telephone line on 0800 716017. Alternatively, if you just wanted to find out more about it you can visit their website [www.employeecare.com](http://www.employeecare.com) , the ‘access code’ and ‘password’ are both 72992.

If there is anything you are unsure of or wish to seek clarification on, please do not hesitate to contact me.

Yours sincerely,

**[Insert your name & Job Title**

Manager

Job Title

Encl-,Your Goals for Mediation

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