|  |
| --- |
| Company Name |
|  |

# Memorandum

To: Recipient Name

From: Your Name

CC: CC Name

I am writing this in regard the conflict that is going on between [BETWEEN] and [BETWEEN] 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!