**Assessment 2: Part 1 – Email to Parties**

**Instructions**

You are the mediator in the upcoming mediation in an employment dispute between XYZ Legal and a former employee, Janine Smith. Anne Henderson will be representing XYZ Legal in the mediation.

Email both parties ahead of the mediation using the **Email to Parties Template** below. The email must include an appropriate introduction and conclusion and must be in plain English with no spelling and grammar errors.

In the email:

* Advise parties of the processes for mediation to be followed.
* Identify the issues to be mediated.
* Confirm the positions of the parties in relation to the issues.
* Schedule the mediation at mutually acceptable time to the parties.

**Email to Parties Template**

**To:**

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|  |

**CC:**

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|  |

**Subject:**

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| --- |
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*Enter text in the boxes below. The box will expand as you type.*

Name of recipient and a brief introduction (i.e. why you are emailing):

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Processes for mediation to be followed:

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Issues to be mediated:

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Your party’s positions in relation to the issues:

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Time / Date / Place of mediation:

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Conclusion to email:

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**From:**

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**Role Title:**

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