**VIA EMAIL**

INSERT DATE

EMPLOYEE NAME

STREET ADDRESS

CITY, STATE ZIP

**RE: INFORMAL RESOLUTION**

Dear INSERT NAME:

This is a follow up to our meeting which occurred on INSERT DATE OF WEEK, INSERT DATE at INSERT TIME. The meeting was an Article 12.2 attempt at an informal resolution. The following were in attendance: 1) INSERT NAME, 2) INSERT NAME, 3) INSERT NAME, and 4) INSERT NAME.

The following INSERT TYPE OF ISSUE(S) were discussed:

INSERT NARRATIVE

INSERT EXPECTATIONS MOVING FORWARD

A copy of this email will not be placed in your personnel file.

Any further issues may result in progressive discipline. We hope that the Article 12.2 attempt

to achieve an informal resolution meeting will suffice and the issues identified are addressed

and resolved.

Sincerely:

SUPERVISOR NAME AND TITLE

cc: Cynthia Kravitz, Chief Human Resources Officer

 Kevin Kralj, Director Labor and Employee Relations

 Applicable Dean

 Provost

 DFR

 INSERT NAME, OEA President

 INSERT NAME, OEA Representative

 Ghia Burzynski, Human Resources Office Administrator