

# Writing a Resolution Letter to a Manager

[Your Name]  
[Your Position/Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Manager's Position/Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Resolution Letter

Dear [Manager's Name],

I hope this letter finds you well. I am writing to bring to your attention and propose a resolution for [briefly state the issue or matter that requires resolution] within our team.

## **Resolution Details:**

1. **Background Information:**
  - Provide a brief overview of the issue or matter, emphasizing the impact on the team and the need for resolution.
2. **Proposed Resolution:**
  - Clearly outline the proposed resolution or solution to address the issue and improve the team's working environment.
3. **Justification:**
  - Explain the rationale behind the proposed resolution, highlighting its significance for team dynamics, productivity, and overall success.
4. **Implementation Plan:**
  - Discuss the steps or actions required to implement the resolution effectively. Specify timelines and responsibilities to ensure a smooth execution.
5. **Desired Outcome:**
  - Clearly state the desired outcome or goal of implementing the proposed resolution, emphasizing the positive impact on team morale and performance.
6. **Support and Cooperation:**

- Express your commitment to providing support and cooperation for the successful implementation of the resolution. Encourage open communication and collaboration among team members.

I believe that the proposed resolution outlined above will not only address the current issue but also contribute to a more positive and collaborative work environment.

I welcome the opportunity to discuss this resolution further and hear your insights on how we can collectively implement and improve our team dynamics. Your feedback is crucial to the success of this resolution.

Thank you for your time and consideration. I look forward to working together towards a positive outcome.

Sincerely,

[Your Name]