HR Communication Conflict Escalation Template

| Date | |
|-------------------------------------|--|
| | |
| From | |
| | |
| Го | |
| | |
| Subject | |
| | |
| Summary of the Conflict | |
| | |
| Details of the Incident(s) | |
| | |
| Actions Taken So Far | |
| | |
| Desired Outcome / Support Requested | |
| | |
| Additional Notes | |
| | |
| | |