Mediation Opt-In/Opt-Out Form

**MEMO**

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| DATE: | To |
| TO: | Jane Doe |
| FROM:  | ADR Coordinator |
| RE: | Alternative Dispute Resolution/Mediation |
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This memo is to offer you mediation – a form of alternative dispute resolution. Please find attached materials describing the mediation process offered through the General Services Department, Risk Management Division, Alternative Dispute Resolution Bureau:

* [**ADR Program Brochure**](https://www.generalservices.state.nm.us/wp-content/uploads/2021/02/ADR_Brochure_May_2020.pdf), which contains general information regarding the process and the mediation program;
* [**Pre-Mediation Tool**](https://www.generalservices.state.nm.us/wp-content/uploads/2021/02/General_Principles_of_Conflict_Resolution___Pre_Mediation_Tool_1.pdf), a worksheet which is intended to assist you in preparing for mediation;
* [**Agreement to Mediate & Confidentiality Agreement**](https://www.generalservices.state.nm.us/wp-content/uploads/2021/02/Agreement-to-Mediate-Confidentiality-Agreement.pdf), a document all mediation participants must review & sign prior to mediation being scheduled.

Mediation is a voluntary process, which may be terminated by either party at any time. The parties should mediate in good faith, which means that they will make a sincere effort to resolve the dispute between them. All matters discussed in mediation are kept confidential to ensure an open and honest process for resolution of this matter.

Please consider this offer for mediation and return this form to me by (DATE). Please note, if you accept the offer of mediation, a signed copy of the Agreement to Mediation/Confidentiality Agreement must be returned with this form.

* I would like to try mediation and have attached my signed Agreement to Mediate/Confidentiality Agreement.
* I am declining the offer of mediation.

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| **Employee Signature Date** |