

Company-Wide Hiring Freeze Announcement

Date: [Insert Date]

Dear Team,

We want to inform you about an important decision regarding our hiring practices. After careful consideration and in light of [reason for hiring freeze, e.g., economic challenges, restructuring goals], we are implementing a company-wide hiring freeze effective immediately.

During this period, we will pause all hiring activities for new positions and extend evaluations of any open requisitions. This decision aligns with our commitment to maintaining fiscal responsibility and ensuring the sustainability of our operations.

We understand that this may raise questions and concerns. Please rest assured that this freeze is a temporary measure and we will keep you updated as the situation evolves. We also encourage you to support and collaborate with your colleagues during this time as we navigate these challenges together.

If you have any questions or need further information, please reach out to your manager or the HR department.

Thank you for your understanding and continued hard work.

Best regards,

[Your Name]

[Your Position]

[Company Name]