

Hiring Freeze Notification

Date: [Insert Date]

To: All Employees

Dear Team,

We hope this message finds you well. We are writing to inform you that, effective immediately, our company will be implementing a temporary hiring freeze. This decision has been made in light of [insert reasons, e.g., current economic conditions, budgetary constraints, etc.].

During this period, we will not be filling any open positions or creating new ones unless otherwise directed by senior management. We understand that this may raise questions, and we encourage you to direct any inquiries to your immediate supervisor or HR department.

We appreciate your understanding and cooperation during this time. We are committed to keeping you informed and will provide updates as soon as they become available.

Thank you for your continued dedication to our team.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]