

Recruitment Suspension Announcement

Date: [Insert Date]

To All Concerned,

We hope this message finds you well. We are writing to inform you that, due to [reason for suspension, e.g., organizational restructuring, budget constraints], we have decided to temporarily suspend all recruitment activities within [Department/Company Name].

This suspension will take effect immediately and will be in place until [expected duration/review date]. We understand the importance of filling key positions and appreciate your understanding during this period.

Please feel free to reach out to [Contact Person/Department] if you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Department/Company Name]