

# Temporary Hiring Freeze Notification

Dear Team,

We hope this message finds you well. We are writing to inform you that, due to current economic conditions and strategic business considerations, we will be implementing a temporary hiring freeze effective immediately.

This decision has not been made lightly, and we understand that it may raise questions or concerns. Please rest assured that we will be closely monitoring the situation and will keep you informed of any changes or updates regarding this freeze.

We appreciate your understanding and cooperation during this period. Please feel free to reach out to your manager or the HR department if you have any questions.

Thank you for your continued hard work and dedication.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]