

# Workforce Hiring Freeze Clarification

Date: [Insert Date]

To: [All Employees/Team Name]

From: [Your Name/Position]

Dear Team,

I hope this message finds you well. I would like to take this opportunity to clarify the recent workforce hiring freeze that has been put in place.

The decision for this freeze is a strategic measure aimed at [briefly explain rationale - e.g., managing costs, adapting to market conditions, etc.]. While we understand this might raise concerns, please know that it is a temporary measure as we evaluate our staffing needs and streamline our operations.

Effective immediately, all hiring for open positions is suspended until further notice. Exceptions may be considered for critical roles that are essential for the business continuity, but they will require prior approval from [insert relevant authority].

We appreciate your understanding and cooperation during this time. Our priority remains to ensure [Company/Organization Name]'s success and stability, and we are committed to keeping you informed as the situation evolves.

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your dedication and support.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]