

# Interim Hiring Freeze Update

Date: [Insert Date]

Dear Team,

We would like to provide you with an important update regarding the interim hiring freeze that was implemented as of [Insert Date]. Our organization has been closely monitoring the current economic climate and its impact on our operations.

As of now, the hiring freeze remains in place until further notice. This decision has been made to ensure the financial health of our organization and to allow us to reassess our staffing needs in alignment with our strategic goals.

We understand that this may raise concerns for some of you, and we want to assure you that existing team members will continue to receive the support and resources needed to thrive in their roles. We appreciate your understanding and cooperation during this period.

We will keep you updated on any changes to this policy and appreciate your patience as we navigate these challenges together.

Thank you for your continued hard work and dedication.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]