

Date: [Insert Date]

To: [Insert Department Name/All Staff]

Subject: Urgent Notice: Implementation of Corporate Hiring Freeze

Dear [Insert Name/Team],

This letter serves as official notification that [Company Name] has implemented a formal hiring freeze, effective [Start Date].

Due to [Reason: e.g., current market conditions / budgetary adjustments / strategic restructuring], we have decided to pause the recruitment for all open and upcoming positions. This decision has been made to ensure the long-term financial stability of the organization.

Key Details:

- **Scope:** This freeze applies to all permanent, temporary, and contract positions.
- **Current Candidates:** All active interview processes are suspended immediately. Recruitment teams will contact candidates currently in the pipeline.
- **Exceptions:** Any exceptions for business-critical roles must be approved in writing by [Insert Title, e.g., the CFO or CEO].
- **Duration:** This freeze will remain in effect until [End Date] or until further notice.

We understand that this may increase the workload for existing teams. We appreciate your continued dedication and flexibility during this period. Leadership will provide regular updates as we monitor the situation.

Please direct any specific questions regarding departmental impact to your direct supervisor or the Human Resources department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]