

[Date]

To: All Employees / [Specific Department]
From: [Sender Name/Department]
Subject: Update Regarding Recruitment Freeze

Dear Team,

We are writing to provide an update regarding the previously announced recruitment freeze. After further review of our current operational needs and strategic goals, the management team has decided to postpone the implementation of the hiring freeze, effective immediately.

This decision means that we will proceed with filling critical vacancies and continuing active interview processes for [Specific Departments/Roles, if applicable]. Our priority remains ensuring that our teams are properly resourced to meet our upcoming objectives.

Please note the following:

- Open requisitions that were on hold are now reactivated.
- Hiring managers should coordinate with the HR department to resume their specific recruitment timelines.
- Future budgetary reviews will continue to ensure sustainable growth.

We appreciate your patience and continued dedication during this period of adjustment. If you have any specific questions regarding how this affects your department, please reach out to your direct supervisor or the HR office.

Best regards,

[Signature]

[Name]

[Title]