

Date: [Insert Date]

Subject: Notification of Temporary Hiring Freeze for [Insert Role/Department]

Dear [Recipient Name/Hiring Agency],

This letter is to formally notify you that [Company Name] has implemented a temporary freeze on the recruitment and onboarding for the position of [Insert Job Title].

Due to [Insert Brief Reason, e.g., budget restructuring / project delay / internal realignment], we have decided to pause the filling of this contract role effective immediately. This freeze is currently expected to last until [Insert Date or "further notice"].

Current Status:

- **Open Applications:** All active applications for this role are currently on hold.
- **Scheduled Interviews:** Any upcoming interviews for this position are cancelled until the freeze is lifted.
- **Pending Offers:** [Insert instructions regarding pending offers, if applicable].

We value the time and effort invested in this process so far. We will keep your information on file and will reach out directly should the position become active again in the future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]