

Hiring Freeze Announcement Letter

This package contains:

1. Instructions & Checklist for Hiring Freeze Announcement Letter
2. Hiring Freeze Announcement Letter

Instructions & Checklist for Hiring Freeze Announcement Letter

- This package contains (1) Instructions & Checklist for a Hiring Freeze Announcement Letter; and (2) Hiring Freeze Announcement Letter;
- This form is designed to assist you in drafting a letter to announce a hiring freeze.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

As you may be aware, [Company Name] has experienced some difficult times lately.

While we remain optimistic that business will improve, it has become necessary to institute a hiring freeze. As of [Date], vacant positions within the company will no longer be filled.

As an existing employee, you should expect to have additional work requirements to compensate for the vacant positions. Although I realize that this is not an ideal situation, it is necessary at this time. In addition, it is our hope that by freezing new hires, we will be able to avoid any future lay-offs of our current workforce.

Thank you for all you do on behalf of [Company Name]. It is my hope that this is a temporary situation, and I appreciate your understanding.

Sincerely,

[Your Name]
[Title if any or delete if none]