Date:

**Subject: Announcement of a Hiring Freeze**

To whom it may concern,

This letter is to announce that due to the ongoing pandemic, a hiring freeze will be effective from [mention Date]. Due to this rapidly growing disease, many businesses have already discontinued their operations all across the globe. We are also planning to shut down our business operations all across the country as per the rules and regulations implemented by the Federal Government.

So, until further notice, all the hiring will be on hold. Make sure to stay at home and stay safe.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]