

[Date]

[Sender Name]
[Sender Title]
[Organization Name]

To: [Requesting Manager Name]
Department: [Department Name]

Subject: Rejection of Hiring Freeze Exception Request - [Job Title/Position Number]

Dear [Manager Name],

Thank you for submitting the formal request for an exception to the current departmental hiring freeze regarding the [Job Title] position.

After a thorough review of the justification provided and an assessment of our current budgetary constraints, I am writing to inform you that your request for an exception has been denied at this time.

While we recognize the workload and the importance of this role to your team's operations, the organization must maintain strict adherence to the hiring freeze to meet our necessary financial objectives. As a result, we are unable to authorize the recruitment or filling of this vacancy for the remainder of the [Quarter/Fiscal Year].

We recommend exploring internal solutions, such as the redistribution of essential tasks or the utilization of existing resources, to manage the departmental impact. We will keep your request on file and will notify you should the hiring freeze be lifted or if additional funding becomes available.

Thank you for your understanding and your continued efforts to manage your department's priorities during this period.

Sincerely,

[Signature]
[Printed Name]
[Title]