

Date: [Date]

To: [Hiring Manager Name]

From: [Name/Department]

Subject: Requisition Rejection - [Job Title/Req ID]

Dear [Hiring Manager Name],

Thank you for submitting the personnel requisition for the [Job Title] position.

After reviewing your request, we regret to inform you that we cannot approve this requisition at this time. The company has implemented a temporary hiring freeze effective [Start Date] to manage operational costs and budget constraints.

As a result, all pending and new recruitment activities are currently on hold. We will keep this requisition on file and notify you once the hiring freeze is lifted or if the budget allows for a reassessment of this role.

We appreciate your understanding and your commitment to the team's growth. Please contact [Department Name] if you have any urgent questions regarding current staffing levels.

Best regards,

[Your Name]

[Your Title]

[Company Name]