

[Date]

[Recipient Name]

[Recipient Title]

[Department/Division]

Subject: Response to Executive Mandate Regarding Hiring Freeze Implementation

Dear [Recipient Name],

I am writing to formally respond to the executive mandate issued on [Date] regarding the implementation of a comprehensive hiring freeze across [Organization Name].

After a thorough review of our current operational requirements and strategic commitments, we are unable to implement the hiring freeze as proposed at this time. This decision is based on the following critical factors:

- **Contractual Obligations:** Several pending hires are required to fulfill existing client contracts and service level agreements.
- **Operational Risk:** Current vacancy levels in [Specific Department] have reached a threshold that threatens the continuity of essential services.
- **Regulatory Compliance:** Specific roles currently being recruited are mandatory for maintaining compliance with [Industry/Legal Standards].

While we understand the financial objectives behind this mandate, the immediate cessation of recruitment would result in [mention specific negative impact, e.g., significant revenue loss or safety risks].

As an alternative, we propose a modified staffing plan that includes [mention alternative, e.g., a selective freeze on non-essential roles or delayed start dates]. We are prepared to discuss this proposal and provide detailed data to support our position at your earliest convenience.

Thank you for your understanding and consideration of these operational constraints.

Sincerely,

[Your Name]

[Your Title]

[Your Department]