

[Date]

[Manager Name]
[Department Name]

Dear [Manager Name],

Subject: Rejection of Request for New Position - [Job Title]

Thank you for submitting the request to open a new position for a [Job Title] within the [Department Name] department. We have carefully reviewed the business case and the requirements you provided.

At this time, I am writing to inform you that we are unable to approve your request. Due to the current company-wide hiring freeze and budgetary constraints, we are not authorizing the creation of new headcount for the remainder of the [Fiscal Year/Quarter].

We understand the workload challenges your team is facing. We suggest reviewing current internal resources or redistributing essential tasks among the existing team members to manage the immediate requirements.

We will keep your request on file and revisit the necessity of this role once the hiring freeze is lifted or during the next budget planning cycle.

Thank you for your understanding and your continued commitment to the department's goals.

Sincerely,

[Your Name]
[Your Title]
[Company Name]