

Subject: Update regarding your conversion to full-time employment

Dear [Contractor Name],

Thank you for your continued hard work and dedication during your time with [Company Name]. We have truly valued your contributions to the [Department Name] team.

While we recently discussed the possibility of converting your current contract role into a permanent full-time position, I am writing to inform you that we are unable to move forward with this conversion at this time. Due to a company-wide hiring freeze that has just been implemented, all new headcount and internal conversions have been put on hold indefinitely.

Please note that this decision is strictly a result of corporate budgetary changes and is not a reflection of your individual performance or skills. We remain very satisfied with the quality of your work.

Regarding your current status, your existing contract will [continue as scheduled / be extended until Date]. We will keep you updated if the hiring freeze is lifted or if there are any changes to our departmental budget in the future.

Thank you for your understanding and for your ongoing commitment to the team.

Best regards,

[Your Name]

[Your Title]

[Company Name]