**Date:**  21st July 2019

Dear [Name Here],

New projects acquisition is an effective way of making profits but this year due to lack of projects the company is going through turmoil. Less income has been generated due to which the company has duly decided to hire its freezing process.

As soon as the working conditions get better we will once again reopen hiring’s over employees.

Sincerely,

Mr. Greg,

Assistant Manager