

Dear [name],

I'm writing to let you know that I've decided not to hire you for the [job title] position at [company name].

I feel like we would both benefit from a more thorough exploration of your skills, knowledge and expertise. At this time, it doesn't feel like the right fit for either of us, but I do hope that in the future we can explore working together again.

I wish you best of luck in your job search and look forward to seeing what's next for you!

Thank you,

[name]