

[Date]

Dear Families and Patients,

It is with a mix of emotions that I am writing to announce my retirement from pediatric practice, effective [Last Working Date].

Serving as your pediatrician has been an incredible honor. Over the past [Number] years, I have had the privilege of watching your children grow, thrive, and mature. I am deeply grateful for the trust you placed in me and for allowing me to be a part of your families' lives.

Regarding your continued care:

- **Practice Transition:** [Option A: Dr. Name will be taking over my patient panel] / [Option B: Our other partners, Dr. X and Dr. Y, are available to continue your child's care].
- **Medical Records:** Your medical records will remain securely at [Practice Name]. If you choose to transition to a provider outside of this practice, you may request a transfer of records by contacting [Phone Number/Email].
- **Appointments:** Any appointments scheduled after [Date] will be handled by [New Physician/Staff Member].

I recommend that you schedule any outstanding well-child visits or follow-ups before my departure date so that we may have a final visit together.

Thank you for the wonderful memories and for the opportunity to care for your children. I wish your family a lifetime of health and happiness.

Sincerely,

[Doctor's Name, MD/DO]
[Practice Name]
[Practice Address]
[Phone Number]