

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

I am writing to share the news of my upcoming retirement from [Practice Name], effective [Last Date of Practice]. Serving as your healthcare provider has been a profound honor, and I am grateful for the trust you have placed in me over the years.

To ensure you continue to receive excellent care, I am pleased to introduce my successor, [New Provider Name]. [New Provider Name] is a highly qualified [Specialty] who shares my commitment to patient-centered care. I have full confidence that they will provide you with the same level of dedication and expertise you have come to expect from this practice.

Your medical records will remain securely at [Practice Name]. If you choose to continue your care here, no action is required on your part. Your transition to [New Provider Name] will be seamless. However, if you decide to seek care elsewhere, please contact our office to arrange for the transfer of your records.

I encourage you to schedule your next appointment with [New Provider Name] by calling [Phone Number] or visiting our website at [Website URL].

Thank you for allowing me to be a part of your health journey. I wish you the very best for your future health and happiness.

Sincerely,

[Your Name]

[Your Title]

[Practice Name]