

[Doctor's Name]  
[Clinic Name]  
[Clinic Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

Dear Families and Patients,

It is with a mixture of emotions that I am writing to announce my retirement from [Clinic Name], effective [Last Working Date].

It has been a profound honor and a privilege to care for your children over the past [Number] years. Watching my patients grow from infancy into young adulthood has been the most rewarding experience of my career. I am deeply grateful for the trust you placed in me to be a part of your family's journey.

To ensure your child continues to receive the best care, [Clinic Name] will remain available for all your pediatric needs. You may transition your child's care to one of my wonderful colleagues: [Colleague Name 1], [Colleague Name 2], or [Colleague Name 3]. If you choose to move your care to a physician outside of this practice, our office staff will assist you with the transfer of medical records.

Your medical records will remain at [Clinic Name] unless you request otherwise. To request a transfer, please contact our office at [Phone Number] or visit our website at [Website].

Thank you for the wonderful memories and for allowing me to be your pediatrician. I wish you and your children health and happiness in the future.

Sincerely,

[Doctor's Signature]

[Doctor's Printed Name]