

[Your Name]
[Your Title/Practice Name]
[Your Phone Number]
[Your Email]

[Date]

Dear Colleagues and Referring Providers,

I am writing to formally announce that I will be leaving [Name of Practice/Organization] on [Last Date of Employment]. It has been a privilege working alongside such a dedicated group of healthcare professionals, and I want to thank you for the trust you have placed in me through your referrals and collaboration over the years.

To ensure a smooth transition for our mutual patients, I have coordinated with my colleagues to ensure continued high-quality care. After [Date], my patients will be managed by [Name of Successor or Partner] or can be seen by any of the providers within the [Name of Department] team.

Your partnership has been an integral part of my professional journey, and I truly value the relationships we have built. If you need to reach me before my departure for any pending clinical matters, please do not hesitate to contact me at [Phone Number] or [Email].

I wish you and the practice continued success and look forward to our paths crossing again in the future.

Sincerely,

[Your Signature]

[Your Printed Name and Credentials]