

Patient Dismissal Due to Physician Retirement - Heartfelt

Subject: An Important Update About My Retirement

Dear [Patient Name],

It is with mixed emotions that I write to inform you of my decision to retire from medical practice. My last day of seeing patients will be [Date], and I will be closing my practice effective [Date].

After [Number] years of practicing medicine, it is time for me to step back and spend more time with my family and pursue other interests. This has been an incredibly difficult decision, as caring for patients like you has been the greatest privilege of my professional life.

I want to express my deepest gratitude for allowing me to be part of your healthcare journey. It has been an honor to serve you and your family, and I will carry the memories of our time together with great fondness.

To ensure continuity of your care, I am working to help all of my patients transition smoothly to new providers. [Dr. Name/Practice Name] has agreed to accept my patients, and I believe they will provide you with excellent care. Alternatively, I can provide you with a list of other highly qualified physicians in the area.

I will remain available until [Date] for any urgent medical needs and to assist with your transition. Your medical records will be transferred to your new provider upon your written authorization, or they will be stored securely for [Number] years as required by law.

Thank you for your trust, your kindness, and for being such a wonderful patient. I wish you all the best in your continued health and happiness.

With warm regards and best wishes,

[Physician Name]

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