

Announcement of Retirement

Dear Team,

I am writing to share the bittersweet news of my upcoming retirement from the practice, effective [Retirement Date]. It has been a true honor to serve alongside such dedicated and talented professionals over the years.

Reflecting on my time here, I am filled with gratitude for the wonderful relationships I've built with all of you and the patients we have collectively cared for. Your support and camaraderie have made my career truly rewarding.

During the transition period leading up to my retirement, I will be focusing on ensuring a smooth handover of my responsibilities and patient care. I will be available for any questions or guidance you may need.

Thank you all for your friendship, teamwork, and dedication. I will cherish the memories we've created together and look forward to staying in touch.

Warm regards,

[Your Name]

[Your Title]

[Practice Name]