

Physician Retirement Notice

Date: [Insert Date]

To: [Hospital Administration Name]

[Hospital Name]

[Hospital Address]

Dear [Hospital Administration Name],

I am writing to formally announce my retirement from my position as [Your Position] at [Hospital Name], effective [Retirement Date]. This decision comes after [number of years] of dedicated service to this esteemed institution and the patients we serve.

It has been an honor to work alongside such talented professionals and to care for our community's health needs. I am deeply grateful for the support and camaraderie I've experienced during my tenure here.

In the coming weeks, I will ensure a smooth transition of my responsibilities and will assist in any way necessary to guide my patients and colleagues.

Thank you once again for the wonderful experiences and memories. I look forward to staying in touch and wish the hospital continued success in the future.

Sincerely,

[Your Name]

[Your Contact Information]