

Announcement of Physician Retirement and Transition Plan

Date: [Insert Date]

Dear [Staff/Patients/Colleagues],

After [number] years of dedicated service to [Practice/Hospital Name], I am writing to announce my retirement, effective [retirement date]. It has been an honor to serve our community and work alongside such a talented team.

To ensure a smooth transition for our patients and staff, I am pleased to share my transition plan:

- Effective immediately, Dr. [New Physician's Name] will be joining our practice and will take over my patient care responsibilities.
- During the next [number of months], I will work closely with Dr. [New Physician's Name] to provide a comprehensive transition of care for my patients.
- A series of informational meetings will be held on [insert dates] to introduce Dr. [New Physician's Name] and address any questions you may have regarding this transition.

I want to express my heartfelt gratitude for the trust and camaraderie we have built over the years. I will cherish the relationships I've formed and the experiences we've shared.

Thank you for your understanding and support during this transition. I look forward to seeing many of you in the community.

Sincerely,

[Your Name]

[Your Title]

[Practice/Hospital Name]

[Contact Information]