

Announcement: Retirement of Dr. [Physician's Name]

Dear [Community/Patient's Name],

We hope this message finds you well. We are writing to inform you that after [number] years of dedicated service, Dr. [Physician's Name] will be retiring from practice effective [retirement date].

Dr. [Last Name] has been a valuable member of our community, providing exceptional care and compassion to our patients. We are grateful for the trust you have placed in them throughout the years.

Please join us for a retirement celebration on [date] at [location]. This will be an opportunity to thank Dr. [Last Name] for their commitment to our health and well-being.

Moving forward, we want to assure you that [Clinic/Hospital Name] will continue to provide you with high-quality healthcare. We will be introducing [New Physician's Name or alternative arrangements], who will be taking over Dr. [Last Name]'s patients.

If you have any questions or need assistance, please do not hesitate to reach out to our office at [contact information].

Thank you for your understanding and support during this transition.

Sincerely,
[Your Name]
[Your Title]
[Clinic/Hospital Name]