



Dear [Patient Name],

We are writing to let you know that Dr. [Last Name] will not be returning to clinical practice, and his time with our practice has concluded as of [Date]. Dr. [Last Name] has been an important part of our practice for many years, and his care and dedication have meant a great deal to our patients and team. We are grateful for his many contributions and wish him well.

Your care will continue without interruption. Every member of our clinical team is fully prepared to care for you, and your treatment will proceed as planned. If you have an upcoming appointment with Dr. [Last Name], our front office will contact you to confirm your visit. There is no need to call us first, although you are always welcome to do so.

If you are currently undergoing active treatment, Dr. [New Provider's Name] has reviewed your chart and will continue your care from its present stage. Your treatment plan, anticipated timeline, and agreed-upon fees will remain unchanged. Your records will remain securely with our practice, allowing your new provider to access your complete treatment history.

We understand that this change may feel unsettling, particularly if you have been seeing Dr. [Last Name] for a long time. If you would like to discuss your treatment before your next visit, please call us at [Phone Number], and we will arrange a convenient time for you to speak directly with Dr. [New Provider's Name].

If you prefer to transfer your care to another provider, we will respect your decision and help make the transition as easy as possible. Please contact our office, and upon written authorization, we will provide copies of your records to you or the provider of your choice at no charge.

Thank you for the trust you have placed in our practice. We look forward to continuing to care for you and your family.

Warm regards,

[Practice Name]