

From the desk of _____, M.D.

Date

Dear *Practice Name* patient:

It has been a pleasure to provide you with care at *Practice Name*. I will be leaving the practice on *Date*.

My colleagues, *Other Physician Names* will continue to see patient. *Insert a brief introduction to existing physicians that are available to patients.*

Thank you for giving me the opportunity to be a part of your health care and to serve you and your family.

If you have any questions or concerns, please feel free to call us at *Phone Number*.

Sincerely,

Name, M.D.