

Colleague Notification Cover Letter

[Date]

[Colleague Address]

Dear Colleagues,

I am writing to inform you that after _____ years, I will be retiring from my family practice as of _____ [DD/MM/YYYY]

Please be aware that I was unable to find another family physician to take over my practice. My patients have been informed of this and will need to find a new family physician of their choice.

Please be sure, should you continue to see any of my patients after [DD/MM/YYYY], to forward any reports (e.g. consultation, radiologic and lab reports) to their new physician and not to me. Also, be sure to either contact my patients directly, or their new physician, to confirm any appointments scheduled for after [DD/MM/YYYY], if assistance is needed in this matter please feel free to contact [Insert Medical Record Retrieval Service].

I have contracted with [Insert Medical Record Retrieval Service] to securely store all of my patient records. If necessary, [Insert Medical Record Retrieval Service] can be reached at:

[Insert Medical Record Retrieval Service Address & Phone Number]

Thanks again for your tremendous support over so many years.

Sincerely,

Dr. [INSERT YOUR NAME]

Commented [MN1]: Feel free to edit this letter to make it more personalized. To delete this comment and others, simply right click on the box and select "Delete Comment"

Commented [MN2]: Your last day of practice in-office

Commented [MN3]: If you have found someone to take over your practice, include the physician's full name and practice location

Commented [MN4]: Your last day of practice in-office

Commented [MN5]: Your last day of practice in-office

Commented [MN6]: For more information on Medical Record Retrieval Services, contact the Vancouver Division of Family Practice.