Dear patient,

I am writing to inform you that I will be [leaving practice/retiring] after \_\_\_ years in practice on *[MM/DD/YYYY].* I am pleased to tell you that a new physician, Dr \_\_\_ \_\_\_, will be taking over the practice to ensure your continuous care.

We understand that you may want to see another doctor of your choosing. If this is something you would like to explore, I recommend you begin your search as soon as possible. You can do this by:

* Visiting the Pathways Medical Directory ([pathwaysmedicalcare.ca](https://pathwaysmedicalcare.ca/))
* Contacting HealthLink BC using 8-1-1 toll-free number (or 7-1-1 if you are hearing impaired) or visiting their website at [healthlinkbc.ca](https://www.healthlinkbc.ca/).
* Contacting your local Divisions of Family Practice ([divisonsbc.ca](https://divisionsbc.ca/)), as some are establishing physician directories.
* Visiting a local walk-in clinic or Urgent Primary Care Centre (UPCC). UPCCs also serve as primary care clinics for people who do not have a regular primary care provider and will work to connect them to a primary care clinic as space is available.
* Asking friends and family for recommendations.

Since your medical records are confidential, a copy can only be transferred to another doctor or released to you with your written permission through an authorization for release of medical record form. If you would like to receive a copy of your medical records or transfer them to another physician, please contact:

*[Name of Physician and/or Clinic/and/or Record Storage Facility]*

*[Address]*

*[Telephone number]*

*[E-mail]*

Please note that there is a fee associated with the transfer of medical records in the amount of $\_\_\_.

Dr \_\_\_ \_\_\_’s contact information is:

*[Address]*

*[Telephone number]*

*[Fax]*

*[Email]*

I am thankful to you, my patients, for trusting me with your care for so many years. I have truly appreciated the opportunity to support you and your family.

Thank you for the privilege of being your family doctor and I wish you and your family the best of health in the future.

*[Enter e-signature]*

Sincerely,

Dr \_\_\_ \_\_\_