Dear patient,

I am announcing my upcoming plans for [leaving practice/retirement] after \_\_\_ years in practice. At this time, I expect to practice until *[MM/DD/YYYY]*, and I will continue your care in the meantime.

If you wish to find a new doctor now, I urge you to begin your search as early 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.

I am in the process of recruiting a new physician to take over practice for me, but at this time I do not have a formal replacement. I will do everything I can to ensure I turn over my practice to a new doctor who can continue your care.

I will be communicating my departure date and any successor with as much notice as possible in the coming months.

If you want your medical records released to you or another doctor, you will have to give written permission through an authorization for release of medical record form. To do this, 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 $\_\_\_.

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 \_\_\_ \_\_\_