

Notification to Clients Regarding Retirement

It is important to notify current and selected former clients about retirement once the professional has completed a definite retirement schedule. It is suggested by McGee that this process is completed within a delineated time period. All current clients should be notified both orally and in writing. The letter serves as documentation and helps clarify elements of the retirement. This notification should take place in advance, so that clients have ample time to work on feelings that might arise. This writer (McGee) suggests a 3 to 6 month period to effect the retirement for current patients. McGee suggests the following "retirement letter" (with some revisions by this author):

Dear _____,

To follow up on our recent conversation, I am writing to confirm my decision to retire, effective _____. After that date, I will no longer be providing mental health services.

Until my retirement date, I will be available to continue your therapy, and I will be glad to respond to any questions or comments that you have about the decision to end my practice. I would also like to discuss your plans, if any, to continue in therapy after my retirement. If this is your plan, I would like to discuss potential new therapists with you. If you decide to terminate therapy following my retirement, but would like the names of therapists in the event that you decide to return to therapy at some time in the future, please let me know so we can discuss this matter.

If you select a new therapist before my retirement, please consider signing a release of information, and I will forward pertinent material from your record to that person. Following retirement, I will maintain a record of my work with you for a minimum of _____ years, in accord with Louisiana law. Should copies of your records be needed, please contact _____ at _____, where arrangements have been made for confidential record retrieval.

In closing, I want you to know how deeply I have appreciated the chance to work with you. It has been very meaningful for me to have participated in helping you, and I have admired your ability to confront many difficult problems during our work together. I hope the best for you.

Sincerely,
