

Draft Template Dismissal Letter (Changes in Dentist's Employment)

This template dismissal letter is for general informational purposes and does not constitute legal advice. Dentists using this letter are expected to customize it to suit their circumstances and their patient's needs. Dentists who are ending the dentist-patient relationship must ensure compliance with relevant RCDSO guidance such as the *Managing Conflicts and Ending the Dentist-Patient Relationship Standard of Practice*, [Change of Practice Ownership Practice Advisory](#), and the [Foundations of Professionalism](#), as well as any applicable laws and regulations including the [Professional Misconduct Regulation](#) made under the *Dentistry Act, 1991*, and the Ontario [Human Rights Code](#).

[Dentist Name]

[Practice Address]

[Date]

[Patient Name and Address]

Dear [Patient Name],

I am writing to let you know that I will be [as examples: *leaving the practice, moving, retiring*]. As a result, I will no longer be able to continue providing dental care for you. The last day you will be able to schedule an appointment with me at the practice is [month, day, year].

Thank you for allowing me to provide you with dental care over the past [insert time].

To support your continuity of care, I have provided some important information below.

Next steps for your care

[If applicable, for example, you are leaving a group practice] You will continue to have access to dental care at the practice after I [for example, retire]. [Another dentist at the practice/insert dentist name] will be able to take over your care.

After [month, day, year], your original dental records will be [as examples: *remain with the practice or be transferred to name/contact information of custodian*]. If you prefer, you can request a copy of your records or ask them to transfer a copy of your records to another dentist with your written consent [explain how the patient can request records, for example: *by e-mailing or calling the practice*].

[If applicable] Your outstanding dental care needs are below:

- [List any time-sensitive treatment needs]

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- *[Offer to provide or refer the patient for completion of any time-sensitive treatment needs that are also **temporary** and already **underway**]*
- *[For active, multi-phase or long-term treatment, such as orthodontic treatment, list any needs for interim care to maintain the patient's condition until they transition to a new dentist, and whether the patient must find another dentist to provide this interim care]*
- *[Explain when the patient should follow-up with a new dentist for further care, including non-emergent care]*

If you would like to schedule an appointment with me for treatment at the practice, please do so before my last day which is **[month, day, year]**.

Finding a new dentist

[The information below is provided as an example and may not be appropriate based on your patient's clinical needs and personal circumstances, or based on the circumstances of your changes in employment]

If you would like to find a new *[dentist/dental practice]*, you may wish to seek recommendations from family or friends, or contact a local dental clinic to see if they are accepting new patients. You may also use online search tools.

Some search tools that you may use are provided below. While they do not identify whether a dentist is accepting new patients, they can provide you with names and contact information for dentists near you:

- The Royal College of Dental Surgeons of Ontario's 'Low-cost and specialized dental clinics' search tool: <https://www.rcdso.org/en-ca/standards-guidelines-resources/access-to-care/clinics-location>
- The Royal College of Dental Surgeons of Ontario's 'Find a Dentist' search tool: <https://www.rcdso.org/en-ca/find-a-dentist> (requires one or more search criteria such as a practice name, address, or phone number).
- Ontario Dental Association's 'Find an ODA Dentist' search tool: <https://www.oda.ca/find-a-dentist/>.

If you need emergency dental care while you are looking for a new dentist *[provide instructions. As an example: you may call the practice where another dentist will be able to assist you]*.

Wishing you the best.

Sincerely,
[Dentist Name]