**[](https://www.smartsheet.com/try-it?trp=11340&utm_source=integrated+content&utm_campaign=/content/project-sign-off-templates&utm_medium=Project+Management+Sign-Off+Email+Sample+doc+11340&lpa=Project+Management+Sign-Off+Email+Sample+doc+11340&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PROJECT MANAGEMENT   
SIGN-OFF EMAIL SAMPLE TEMPLATE**

Graphical user interface, text, application

Description automatically generated

PROJECT SIGN-OFF

**Authorization Memorandum**

Dear [Project Team], I have carefully assessed the specifications and deliverables for the [project name]. MANAGEMENT CERTIFICATION: Please check the appropriate statement:

\_\_\_\_\_ The project deliverables are accepted.

\_\_\_\_\_ The project is accepted pending the issues noted (below).

\_\_\_\_\_ The project is not accepted (for the reasons provided below).

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

*Wallis Vidor*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ XX/XX/XXXX

NAME DATE

Project Manager

*Erich Stroheim\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* XX/XX/XXXX

NAME DATE

Director

*Add other names and roles as necessary.*

|  |  |  |
| --- | --- | --- |
| **ISSUES LIST** | | |
| ***Detail any unresolved issues.*** | | |
| **ISSUE ID** | **ISSUE DESCRIPTION** | **STATUS** |
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