Formal Project Closure and Sign-Off Documents

1. Introduction  
- Project overview  
- Scope summary

2. Closure Activities Completed  
- All deliverables completed and accepted  
- All issues resolved or transitioned to operations  
- Documentation archived

3. Final Approval of Deliverables  
Example Table:  
| Deliverable | Status | Approver | Date Approved |  
|-------------|--------|----------|----------------|  
| New CRM Platform | Accepted | IT Director | July 20, 2025 |

4. Acceptance Statement  
“All project deliverables have been reviewed and meet the agreed-upon requirements.”  
Client Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_