

# Exit Clearance Checklist for Project Completion

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Exit Clearance Checklist for [Project Name]

Dear [Recipient's Name],

As we approach the completion of [Project Name], we kindly request your assistance in reviewing the following exit clearance checklist. Please ensure that all items are addressed before final project sign-off.

## Checklist Items:

- Final project report submitted
- Budget reconciliation completed
- All deliverables handed over
- Stakeholder feedback gathered
- Equipment returned to inventory
- Outstanding expenses settled
- Client approval for completion

We appreciate your cooperation in completing the above checklist. Kindly reply with confirmation once all items have been addressed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]