

Contract Sign-Off Procedure for Legal Review

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Contract Sign-Off Procedures for Legal Review

Dear [Recipient Name],

As part of our standard operating procedures, we are implementing a framework for contract sign-off that ensures all agreements undergo a thorough legal review before execution. Please find below the necessary steps for this process:

1. Prepare the Contract Document: Ensure all relevant details are included.
2. Initial Internal Review: Conduct a preliminary review with the relevant stakeholders.
3. Submission for Legal Review: Forward the contract to the legal team via [insert method].
4. Legal Team Review: The legal team will conduct the review within [insert timeframe].
5. Feedback and Revisions: Discuss any necessary revisions with relevant parties.
6. Final Approval: Obtain sign-off from both legal and relevant stakeholders.
7. Execution: Proceed with signing the final version of the contract.

If you have any questions regarding this process, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]