

[Organization Name]
[Department/Division Name]

Detailed Project Endorsement Certificate

Certificate No.: [Insert Number]
Date: [DD/MM/YYYY]

Project Information

Project Title: [Project Title Here]
Project Code/ID: [Project Code/ID Here]
Project Duration: [Start Date] to [End Date]
Project Location: [Location Here]
Project Summary: [Brief summary of the project]

Project Team & Stakeholders

Project Manager: [Name]
Project Team: [List of Team Members]
Sponsors/Stakeholders: [Names/Entities]

Endorsement Details

Purpose of Endorsement: [eg. Completion, Compliance, Funding Release]
Summary of Achievements: [Briefly state achievements and deliverables]
Observed Challenges (if any): [List any relevant challenges]
Key Recommendations: [List recommendations, if applicable]

Confirmation & Endorsement

This is to certify that the above-mentioned project has been reviewed and is hereby endorsed by the undersigned, based on available documentation and evaluation.

[Authorized Signatory Name]
[Designation]
[Date]

[Secondary Signatory Name]
[Designation]
[Date]

Important Notes

- This certificate is valid only with authorized signatures and official seal if applicable.
- Ensure all information is accurate and completed before endorsement.
- Keep a copy for organizational records and future reference.
- Attach supporting documentation as required.
- This certificate may be used for audits, compliance verification, and reporting purposes.