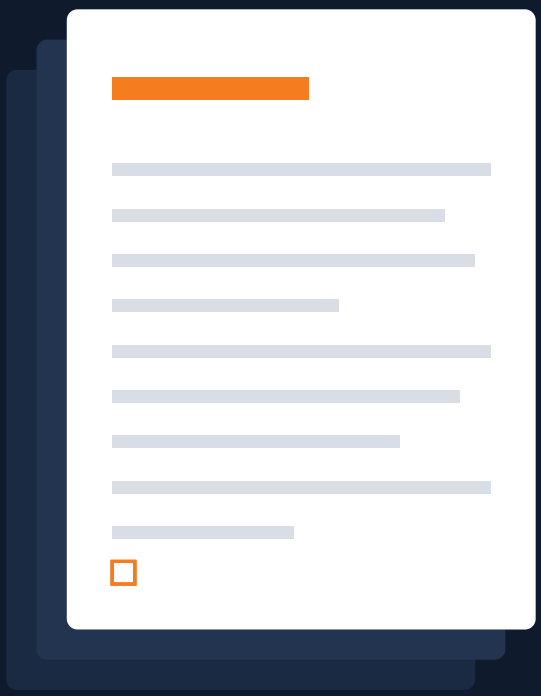
Documentation
Services Lab



FREE TEMPLATE

SOFTWARE DEVELOPMENT

Software Release Notes

Clear, user-friendly notes on what is new, improved, fixed and changed in a release.

STAGE

Deployment & release

PRIMARY AUDIENCE

DevOps, SREs, Release Managers, End Users

About this template

Release Notes tell users and stakeholders what changed and why it matters to them. Lead with benefits, group changes by type, call out anything that requires action, and link to more detail.

Detail	
Stage	Deployment & release
Primary audience	DevOps, SREs, Release Managers, End Users

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Product		**Version**	
Release date		**Owner**	

01 Highlights

GUIDANCE *The 1-3 changes users will care about most, written as benefits.*

- [New: You can now ...]
- [Improved: ... is now 2x faster]

EXAMPLE New: Export any report to Excel with one click, including your filters and column layout.

02 New Features

Feature	Description	Who it's for	Learn more

03 Improvements

Area	Improvement

04 Bug Fixes

Ticket	Issue fixed

05 Breaking Changes & Action Required

GUIDANCE *Be explicit about what users or admins must do.*

Change	Impact	Action required	Deadline

06 Known Issues

Issue	Workaround	Fix expected

07 Deprecations

Feature	Removal date	Alternative

08 Upgrade Instructions

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Documentation Services Lab turns your processes, systems and know-how into clear, audit-ready documents your team will actually use. Hand us your notes, recordings or rough drafts and we deliver a finished, on-brand **Software Release Notes** and anything else you need.

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Standard, checklist, visual and compliance SOPs, process maps, operations manuals.

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