

Release Notes

Release Notes

Project: {{PROJECT_NAME}} Version: {{VERSION}} Date: {{DATE}}
Author: {{AUTHOR}} Status: Draft | In Review | Approved Reviewers:
{{REVIEWERS}}

Document History

Version	Date	Author	Changes
0.1	{{DATE}}	{{AUTHOR}}	Initial draft

Release Metadata

Field	Value
Version	{{VERSION}}
Release Date	{{RELEASE_DATE}}
Environment	Production
Build	{{BUILD_ID}}
Git Tag	v{{VERSION}}
Git SHA	{{GIT_SHA}}
Previous Version	{{PREV_VERSION}}
Deployment Type	{{TYPE}}

Release Summary

{{RELEASE_SUMMARY}}

“ Example: "Version {{VERSION}} brings a redesigned checkout experience with 40% fewer steps and improved mobile support. We've also resolved {{N}} user-reported bugs and improved API response times by an average of 30%. This release also includes critical security updates — all users are encouraged to review the Security Updates section."

New Features

{{FEATURE_1_NAME}}

{{FEATURE_1_DESCRIPTION}}

How to access: {{FEATURE_1_ACCESS}} **Related ticket:** {{TICKET_1}}

{{FEATURE_2_NAME}}

{{FEATURE_2_DESCRIPTION}}

How to access: {{FEATURE_2_ACCESS}} **Related ticket:** {{TICKET_2}}

Improvements & Enhancements

Improvement	Description	Impact	Ticket
{{IMPROVEMENT_1}}	{{DESCRIPTION}}	{{IMPACT}}	{{TICKET}}
{{IMPROVEMENT_2}}	{{DESCRIPTION}}	{{IMPACT}}	{{TICKET}}
{{IMPROVEMENT_3}}	{{DESCRIPTION}}	{{IMPACT}}	{{TICKET}}

Bug Fixes

#	Description	Severity	Reported By	Ticket
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1	{{BUG_1}}	{{SEVERITY}}	{{REPORTER}}	{{TICKET}}
2	{{BUG_2}}	{{SEVERITY}}	{{REPORTER}}	{{TICKET}}
3	{{BUG_3}}	{{SEVERITY}}	{{REPORTER}}	{{TICKET}}

Security Updates

#	CVE / Reference	Severity	Component	Fix
1	{{CVE_1}}	{{SEVERITY}}	{{COMPONENT}}	Updated to {{VERSION}}
2	—	High	Authentication	Fixed timing attack in token comparison

Action required by users: {{USER_ACTION}}

Breaking Changes

{{#if BREAKING_CHANGES}}

Warning: This release contains breaking changes. Review carefully before upgrading.

Breaking Change 1: {{BC_1_TITLE}}

What changed: {{BC_1_WHAT}} **Why it changed:** {{BC_1_WHY}} **Who is affected:** {{BC_1_AFFECTED}} **Required action:** {{BC_1_ACTION}}

Migration Guide

```
# Before (v{{PREV_VERSION}} and earlier)
{{BC_1_BEFORE}}

# After (v{{VERSION}})
{{BC_1_AFTER}}
```

Migration deadline: {{BC_1_DEADLINE}}

Breaking Change 2: {{BC_2_TITLE}}

{{else}}

No breaking changes in this release. All existing integrations and configurations remain compatible.

{{/if}}

Known Issues

#	Description	Severity	Workaround	Expected Fix
1	{{KNOWN_1}}	{{SEVERITY}}	{{WORKAROUND}}	{{FIX_VERSION}}
2	{{KNOWN_2}}	{{SEVERITY}}	{{WORKAROUND}}	{{FIX_VERSION}}

API Changes

New Endpoints

Method	Path	Description
{{METHOD}}	{{PATH}}	{{DESCRIPTION}}

Modified Endpoints

Method	Path	Change	Breaking
{{METHOD}}	{{PATH}}	{{CHANGE}}	Yes / No

Deprecated Endpoints

Method	Path	Replacement	Removal Date
{{METHOD}}	{{PATH}}	{{NEW_PATH}}	{{DATE}}

Removed Endpoints

Method	Path	Removed in	Replacement
{{METHOD}}	{{PATH}}	v{{VERSION}}	{{REPLACEMENT}}

API documentation: [{{API_DOCS_LINK}}](#)

Database Changes

Change	Type	Table / Collection	Details
{{CHANGE_1}}	Add column / Remove / Index / Type change	{{TABLE}}	{{COLUMN}} {{TYPE}}
{{CHANGE_2}}	{{TYPE}}	{{TABLE}}	{{DETAILS}}

Migration files:

- Up: [{{MIGRATION_PATH}}](#)
 - Down: [{{MIGRATION_PATH}}](#)
-

Configuration Changes

Key	Change	Default	Required	Notes
{{KEY_1}}	New	{{DEFAULT}}	Yes / No	{{NOTES}}
{{KEY_2}}	Changed — {{OLD}} → {{NEW}}	{{DEFAULT}}	Yes / No	{{NOTES}}
{{KEY_3}}	Removed	—	—	Use {{REPLACEMENT}} instead

Dependencies Updated

Package	From	To	Type	Notes
{{PKG_1}}	{{OLD_VER}}	{{NEW_VER}}	Security	CVE-{{ID}}
{{PKG_2}}	{{OLD_VER}}	{{NEW_VER}}	Feature	{{NOTES}}
{{PKG_3}}	{{OLD_VER}}	{{NEW_VER}}	Maintenance	

Performance Impact

Metric	Before	After	Change	Notes
P95 API latency (overall)	{{BEFORE}}ms	{{AFTER}}ms	{{DELTA}}%	
P99 API latency (critical path)	{{BEFORE}}ms	{{AFTER}}ms	{{DELTA}}%	
Page load time (FCP)	{{BEFORE}}ms	{{AFTER}}ms	{{DELTA}}%	Homepage
Database query time (avg)	{{BEFORE}}ms	{{AFTER}}ms	{{DELTA}}%	

Contributors

Contributor	GitHub / ID	Contributions
{{NAME_1}}	@{{GH_1}}	{{CONTRIBUTIONS}}
{{NAME_2}}	@{{GH_2}}	{{CONTRIBUTIONS}}

Related Documents

- [Deployment Checklist](#)
- [Rollback Plan](#)

Approval

Role	Name	Date	Signature
Author			
Reviewer			
Approver			

Revision #3
Created 2026-02-24 14:54:22 UTC by John
Updated 2026-05-25 07:34:41 UTC by John