

# RELEASE NOTES

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## What is Release Notes?

Release notes is a document, which is released as part of the final build that contains new enhancements that went in as part of that release and also the known issues of that build.

Release Notes are usually written by technical writers which are communication documents shared with clients. Release notes also feed the process of end-user documentation, user guide and training materials.

## Release Notes Format:

- **Header** - Name of the document, which carries product name, release number, release date, release note date and version.
- **Overview** - An overview of the product and changes to the recent software version.
- **Purpose** - An overview of the purpose of the release notes which lists the new feature, enhancements and defects of the current build.
- **Issue Summary** - Provides description about the defect.
- **End-User Impact** - Provides information about the end-users impact due to the defect.
- **Contact** - Support contact information.