[ORGANISATION NAME]

[Address] [Phone] [Email]

Software Release Handover Report

PRODUCT / RELEASE [Enter details]

VERSION / RELEASE DATE [Enter details]

RELEASE OWNER [Enter details]

OPERATIONS CONTACT [Enter details]

Component / change	Deployment status	Evidence / location	Owner

Operations checklist

Monitoring / alert ownership: _____

Rollback procedure and decision authority: _____

Known issues / support runbook location: _____

Acceptance

Access transferred through approved secure method: _____

Receiving team / acceptance date / exceptions: _____