

Call Recording Policy Announcement

Date: [Insert Date]

To: All Employees

Dear Team,

We want to inform you of our new Call Recording Policy that will take effect from [Insert Effective Date]. This policy is implemented to enhance our customer service and ensure compliance with regulatory requirements.

Key points of the policy include:

- All calls made to and from our company may be recorded for quality assurance and training purposes.
- Employees will be notified at the beginning of each call if it is being recorded.
- Recorded calls will be stored securely and accessed only by authorized personnel.

We appreciate your cooperation in adhering to this policy. Should you have any questions, please feel free to reach out to your supervisor.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]