

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Your Position]

Subject: Notice of Call Recording

Dear [Employee's Name],

This notice is to inform you that phone calls made and received in the course of your work may be recorded for quality assurance and training purposes. The recording of calls aims to enhance our service levels and ensure compliance with company policies.

We want to assure you that all recordings will be handled in accordance with applicable privacy laws and company regulations. Access to these recordings will be restricted to authorized personnel only.

If you have any questions or concerns regarding this policy, please feel free to reach out to your supervisor or the HR department.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]