

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Email]

[Recipient Phone Number]

Subject: Account Approval Notification

Dear [Recipient Name],

We are pleased to inform you that your Okta account has been successfully approved. You can now access our services and resources.

To get started, please follow the instructions below:

1. Log in to your Okta account at [Okta Login URL].

2. Use the following credentials:

- Username: [Your Username]

- Temporary Password: [Temporary Password]

For security reasons, we recommend changing your password upon your first login.

If you have any questions or require further assistance, feel free to reach out to our support team at [Support Email] or [Support Phone Number].

Thank you, and welcome aboard!

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email]