

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your Okta account has been set up successfully. Okta is an identity management service that will help you access various applications and services securely.

**\*\*Account Details:\*\***

- **\*\*Username:\*\*** [Employee Username]

- **\*\*Temporary Password:\*\*** [Temporary Password]

- **\*\*Login URL:\*\*** [Okta Login URL]

**\*\*Instructions to Access Your Account:\*\***

1. Visit the Okta login URL provided above.

2. Enter your username and temporary password.

3. You will be prompted to change your password upon your first login.

Please choose a strong password that meets the security criteria.

4. Set up multi-factor authentication (MFA) as per company policy for enhanced security.

If you encounter any issues during the setup, please reach out to the IT Support team at [IT Support Email/Phone Number].

Welcome aboard, and we look forward to your contributions to the team!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]