

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Job Title]

[Department Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Enrollment in Okta Multi-Factor Authentication

We are implementing Okta's Multi-Factor Authentication (MFA) to enhance the security of our systems and protect sensitive data. This requirement is part of our commitment to safeguarding our organization against unauthorized access.

As of [implementation date], you will be required to enroll in Okta MFA to access your accounts. Please follow the instructions outlined below to complete your enrollment:

1. Log in to your Okta account at [Okta login URL].
2. Navigate to the security settings.
3. Select the option to set up Multi-Factor Authentication.
4. Choose the desired method of authentication (e.g., SMS, voice call, authenticator app).
5. Follow the prompts to complete the setup.

Should you encounter any issues or require support during the enrollment process, please contact the IT Help Desk at [Help Desk Phone Number] or [Help Desk Email].

Thank you for your attention to this important matter and for your cooperation in making our company's data security a priority.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]