

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

We are excited to welcome you to [Company Name]! As part of your onboarding process, we will be using Okta, a secure identity management service that will simplify your access to our applications and resources. Please follow the steps below to complete your Okta onboarding:

1. ****Account Creation****: You will receive an invitation email from Okta. Please check your inbox (and spam folder) and follow the link to set up your account.

2. ****Setup Multi-Factor Authentication (MFA)****: For added security, please set up the multi-factor authentication as prompted. You can choose from options such as SMS, phone call, or authenticator apps.

3. ****Accessing Applications****: Once your account is set up, log in to the Okta dashboard to access your applications, including [list any essential applications, e.g., email, project management tools, etc.].

4. ****Training and Support****: We encourage you to review the Okta training materials available in the dashboard. If you encounter any issues, our IT support team is here to help you at [IT Support Contact Information].

We look forward to having you on our team and ensuring you have a smooth transition into your new role. If you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Company Website]

[Optional: Company Logo]