

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Department]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Okta Role Assignment

We are pleased to inform you that you have been assigned a new role within our organization. As of [effective date], you will be granted access to our Okta environment with the following responsibilities:

****Role Title:**** [Role Name]

****Role Description:**** [Brief description of the role]

****Access Level:**** [Specify access permissions]

This role is crucial for [explain reason/importance of the role, if applicable], and we trust you will perform your duties with the utmost professionalism and responsibility.

Please ensure that you familiarize yourself with our Okta policies and procedures. Should you have any questions or require further clarification regarding your role, do not hesitate to reach out to [Contact Person's Name/Department].

Thank you for your commitment and dedication.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Email]

[Your Phone Number]