

[Your Company Logo]

[Date]

[Employee Name]

[Employee Position]

[Employee Department]

[Employee Address]

[City, State, Zip Code]

Subject: Okta Security Policy Acknowledgment

Dear [Employee Name],

This letter serves as confirmation that you have received, read, and understood the Okta Security Policy. As a part of our commitment to maintaining the security and integrity of our information systems, adherence to this policy is mandatory for all employees.

By signing this acknowledgment, you agree to comply with all guidelines and procedures outlined in the Okta Security Policy.

Please sign and return this letter by [return date].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Acknowledgment:

I, [Employee Name], acknowledge that I have received and understand the Okta Security Policy.

Signature: _____

Date: _____