

**\*\*Subject: User Deactivation Notice\*\***

Dear [User's Name],

We hope this message finds you well. This is to inform you that your Okta account will be deactivated on [Deactivation Date] due to [reason for deactivation, e.g., inactivity, termination of employment, etc.].

Please ensure that you back up any necessary data before this date. If you believe this action is in error or you have any questions, feel free to contact [Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]