

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Okta User Training Notification

We are pleased to inform you that you have been scheduled to participate in the Okta User Training session. This training is essential for understanding how to effectively use Okta for identity management and enhancing your workflow efficiency.

****Training Details:****

- ****Date:**** [Training Date]
- ****Time:**** [Training Time]
- ****Duration:**** [Duration]
- ****Location:**** [Location/Virtual Link]
- ****Trainer:**** [Trainer's Name]

Please ensure that you come prepared with your device and any necessary materials. We encourage you to engage actively during the session and bring any questions you may have regarding the Okta platform.

If you have any conflicts with the scheduled time or require additional information, please do not hesitate to reach out to [Contact Person's Name] at [Contact Email/Phone Number].

Thank you for your attention, and we look forward to your participation in the training.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]