[Your Company Letterhead]
[Date]
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]
[Email Address]
Dear [Recipient Name],
We are pleased to inform you that your Okta account has been successfully created. This account will provide you with secure access to the applications and resources necessary for your role at [Company Name].
Account Information:
- **Username:** [Username]
- **Temporary Password:** [Password] (please change this upon your first login)
To access your account, please follow these steps:
1. Visit the Okta login page: [Okta URL].
2. Enter your username and the temporary password provided above.
3. Follow the prompts to set your password and complete your profile setup.
If you encounter any issues or have questions regarding your account, please do not hesitate to reach out to our IT support team at [IT Support Email] or [IT Support Phone Number].
Welcome aboard, and we look forward to your contributions at [Company Name]!
Best regards,
[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]