

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Okta Account Deactivation

We hope this message finds you well. This letter is to formally notify you that your Okta account will be deactivated effective [deactivation date]. This action is being taken due to [reason for deactivation, e.g., termination of employment, policy violation, etc.].

Please ensure that you have saved any necessary data and documents prior to the deactivation date. After this date, you will no longer have access to your account or any associated applications.

If you have any questions or need further assistance, please feel free to contact [Contact Person's Name] at [Contact Email] or [Contact Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]