

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are excited to welcome you to [Company Name]! This letter serves as your onboarding guide to our identity and access management platform, Okta.

****Your Okta Access:****

- ****Username:**** [Employee Username]

- ****Temporary Password:**** [Temporary Password]

****Getting Started:****

1. Visit the Okta login page at [Okta Login URL].

2. Enter your username and temporary password. You will be prompted to set a new password.

3. Complete the multifactor authentication (MFA) setup as per instructions.

4. Explore the applications available to you on your Okta dashboard.

****Resources:****

- Okta User Guide: [Link to Guide]

- Help Center: [Link to Help Center]

- IT Support: [IT Support Contact Information]

Please ensure you complete your setup by [Deadline Date]. If you have questions or need assistance, feel free to reach out to our IT support team.

Welcome aboard!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]