

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Okta Role Assignment

We are pleased to inform you that you have been assigned the following role within our Okta environment:

**\*\*Role:\*\*** [Role Name]

**\*\*Department:\*\*** [Department Name]

**\*\*Start Date:\*\*** [Start Date]

As part of this role, you will have access to the following applications and resources:

- [Application/Resource 1]
- [Application/Resource 2]
- [Application/Resource 3]

Please ensure you complete any required training or onboarding processes related to this role. If you have any questions or require further clarification about your role or access, don't hesitate to reach out to [Contact Person/Department].

Welcome aboard, and we look forward to your contributions in this role.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]