[Your Company Letterhead]
[Date]
[Employee's Name]
[Employee's Address]
[City, State, ZIP Code]
Dear [Employee's Name],
Subject: Implementation of Two-Factor Authentication for Okta
We are committed to ensuring the security and integrity of our data and your personal information. As part of this commitment, we are implementing a Two-Factor Authentication (2FA) system for our Okta access.
Starting from [Effective Date], all employees will be required to set up and use Two-Factor Authentication when accessing their Okta accounts. This additional layer of security will help protect against unauthorized access, even in the event your password is compromised.
Action Required:
1. Log into your Okta account at [Okta URL].
2. Follow the prompts to set up Two-Factor Authentication, which may include options such as:
 - SMS text messages
 - Authenticator app (e.g., Google Authenticator or Okta Verify)
 - Email verification
Please complete this setup by [Deadline Date] to ensure uninterrupted access to your account.
If you have any questions or need assistance, feel free to reach out to the IT Help Desk at [Help Desk Contact Information].
Thank you for your cooperation in enhancing our security measures.
Sincerely,
[Your Name]
[Your Job Title]
[Your Company]
[Your Contact Information]