[Your Company Letterhead]
[Date]
[Employee's Name]
[Employee's Address]
[City, State, Zip Code]
Dear [Employee's Name],
Welcome to [Your Company Name]! We are excited to have you on board. As part of your onboarding process, you will need to set up your Okta account, which will allow you to access various company applications securely.
Please follow the steps below to complete your Okta user setup:
1. **Access the Okta login page**: Visit [Okta URL].
2. **Click on "First time here?"**: You will find this option below the login fields.
3. **Enter your registered email address**: Use the email that was provided to you during onboarding.
4. **Follow the instructions**: You will receive an email with a link to set your password and complete your account setup.
5. **Sign in to Okta**: Once your password is set, return to the Okta login page and sign in using your new credentials.
6. **Explore your dashboard**: After logging in, you will be able to access all applications assigned to you.
If you encounter any issues or have questions during the setup process, please feel free to reach out to the IT support team at [IT Support Email] or [IT Support Phone Number].
Once again, welcome to [Your Company Name]! We look forward to working with you.
Best regards,
[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]