

Employee Stock Option Plan Audit

Date: [Insert Date]

[Auditor's Name]

[Auditor's Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Auditor's Name],

We are writing to confirm our arrangements for the audit of the Employee Stock Option Plan (ESOP) for the fiscal year ending [Insert Year].

The scope of the audit will include:

- Review of stock option grants and exercises.
- Assessment of compliance with applicable regulations.
- Evaluation of the valuation methods used for stock options.

Please find attached the necessary documents and records needed for the audit:

- Stock option grant agreements
- Records of stock option exercises
- Valuation reports

We expect the audit to commence on [Insert Start Date] and conclude by [Insert End Date]. Please let us know if you require any additional information or resources prior to the audit.

Thank you for your attention to this matter. We look forward to your findings and recommendations.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]