

Employee Stock Option Award Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have been awarded stock options as part of our employee incentive program. This letter serves as a formal notification of your stock option grant.

Details of the Award:

Number of Options Granted: [Insert Number]

Grant Price: \$[Insert Price]

Vesting Schedule: [Insert Vesting Schedule]

Expiration Date: [Insert Expiration Date]

This award represents [insert brief explanation of the purpose of the award such as aligning employees' interests with those of shareholders, encouraging long-term commitment, etc.].

Please sign and return a copy of this letter to confirm your acceptance of the stock options granted. If you have any questions regarding this award, feel free to reach out to [Insert Contact Person or Department].

Congratulations on this achievement. We look forward to your continued contributions to our success.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Accepted by: _____ (Employee Signature)