

# Equity Grant Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been granted equity in [Company Name]. This decision reflects our recognition of your valuable contributions to our organization and our commitment to aligning your interests with those of our shareholders.

Details of the equity grant are as follows:

- Type of Equity: [Stock Options/Restricted Stock/Other]
- Number of Shares Granted: [Insert Number]
- Vesting Schedule: [Insert Vesting Schedule]
- Exercise Price (if applicable): [Insert Price]
- Grant Date: [Insert Date]

This grant is subject to the terms and conditions of our equity incentive plan and the specific grant agreement that will be provided to you shortly.

Should you have any questions regarding this equity grant, please feel free to reach out to [Contact Person] at [Contact Email/Phone].

Congratulations once again on this well-deserved recognition!

Sincerely,

[Your Name]

[Your Title]

[Company Name]