

Stock Option Grant Announcement

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that you have been granted stock options under our company's stock option plan. This grant is a recognition of your contributions and commitment to our company's success.

Details of the Stock Option Grant:

- **Number of Options:** [Insert Number]
- **Grant Date:** [Insert Grant Date]
- **Exercise Price:** [Insert Exercise Price]
- **Vesting Period:** [Insert Vesting Schedule]
- **Expiration Date:** [Insert Expiration Date]

Please take a moment to review the stock option plan document, which provides additional details regarding the terms and conditions of the grant.

We appreciate your hard work and dedication to our team. If you have any questions regarding this grant, please do not hesitate to reach out to [Contact Person's Name] at [Contact Email].

Congratulations!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]