

Stock Option Grant Details

Date: [Insert Date]

To: [Employee Name]

Subject: Stock Option Grant Notification

Dear [Employee Name],

We are pleased to inform you that you have been granted stock options in accordance with our employee stock option plan. Below are the details of your grant:

Grant Details

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

These options are intended to provide you with the opportunity to share in the growth and success of the company. Please review the terms outlined in the stock option agreement and do not hesitate to reach out if you have any questions.

Congratulations on this grant!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]