

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that the Board of Directors of [Company Name] has approved the issuance of stock options to you as part of your compensation package.

Details of the Stock Options Issued:

- Type of Option: [Insert Type]
- Number of Options: [Insert Number]
- Exercise Price: [Insert Price]
- Grant Date: [Insert Date]
- Vesting Schedule: [Insert Schedule]

Please review the enclosed documents for additional details regarding your stock option grant and the associated terms and conditions.

We appreciate your contributions to [Company Name] and look forward to your continued success with us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]