

Stock Options Acceptance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the stock options that have been granted to me as per the details outlined in the option grant agreement dated [Insert Grant Date]. I understand the terms and conditions associated with these options and hereby confirm my acceptance.

Details of the Stock Options:

- Number of Options Granted: [Insert Number]
- Exercise Price: [Insert Price]
- Vesting Schedule: [Insert Vesting Details]
- Grant Date: [Insert Grant Date]

Please let me know if you require any further information or documentation to complete this acceptance process. I look forward to contributing further to the success of [Company Name].

Thank you for this opportunity.

Sincerely,

[Your Name]