

Stock Options Allocation Confirmation

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that you have been granted stock options as part of your compensation package. Below are the details of your stock options allocation:

Stock Option Plan	[Plan Name]
Number of Options	[Number of Options]
Exercise Price	[Exercise Price]
Vesting Schedule	[Vesting Schedule]
Expiration Date	[Expiration Date]

Please retain this letter for your records. Should you have any questions regarding your stock options or the details outlined above, feel free to reach out to our HR department.

Congratulations on this opportunity, and thank you for your continued contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]