

Stock Options Granted Information

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that you have been granted stock options as part of your compensation package with [Company Name]. Below are the details of your stock options:

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

Please review the attached documents for additional information regarding the stock option plan and the terms associated with this grant. If you have any questions, feel free to reach out to the HR department.

Congratulations on this opportunity! We look forward to your continued success at [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]