

# Stock Option Plan Eligibility Criteria

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you about the eligibility criteria for our Stock Option Plan. Below are the specific guidelines that determine your eligibility:

## Eligibility Criteria

- Must be a full-time employee of [Company Name].
- Must have completed a minimum of [X months/years] of service with the company.
- Must not be on a performance improvement plan or disciplinary action.
- Must meet the performance goals as set by your department.

If you meet the above criteria, you will be notified regarding the specific terms of your stock options. Should you have any questions about the Stock Option Plan, please feel free to reach out to the HR department.

Thank you for your continued contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]