

Stock Option Exercise Procedures

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Subject: Stock Option Plan Exercise Procedures

Dear [Recipient's Name],

We are pleased to provide you with the procedures for exercising your stock options under the [Insert Plan Name] Stock Option Plan.

1. Eligibility

You must be eligible to exercise your options as per the terms outlined in your stock option agreement.

2. Exercise Period

The exercise period for your options is defined as [Insert Exercise Period]. Please ensure you exercise your options within this time frame.

3. Exercise Procedure

1. Complete the Stock Option Exercise Form.
2. Pay the exercise price, as specified in your agreement.
3. Submit the completed form and payment to [Insert Contact Person/Department] at [Insert Contact Details].

4. Tax Considerations

We recommend consulting with a tax advisor to understand the tax implications of exercising your options.

If you have any questions regarding the exercise procedures, please feel free to contact [Insert Contact Person] at [Insert Phone Number] or [Insert Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]