

Stock Option Grant Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We are pleased to inform you that you have been granted stock options under the [Company Name] Stock Option Plan. This grant is a reward for your contributions and is part of our commitment to your long-term success with the company.

Details of the Grant:

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

Please review the attached documents that provide full details about the stock option plan and your grant. Should you have any questions, feel free to reach out to the HR department.

Congratulations on your stock option grant!

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]