

# Stock Option Plan Offer

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to offer you participation in our Stock Option Plan as part of your employment package with [Company Name]. This opportunity is designed to align your interests with those of our shareholders and to reward your contributions to the growth of our company.

Below are the details of your stock option grant:

- Number of Options: [Insert Number]
- Grant Date: [Insert Grant Date]
- Exercise Price: [Insert Exercise Price]
- Vesting Schedule: [Insert Vesting Schedule]
- Expiration Date: [Insert Expiration Date]

To accept this offer, please sign and return a copy of this letter by [Insert Deadline]. Should you have any questions regarding the Stock Option Plan, feel free to contact [Insert Contact Person] at [Insert Contact Information].

We look forward to your contributions to [Company Name] and are excited to have you on board.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Accepted by:

[Employee Name]\_\_\_\_\_ Date: \_\_\_\_\_