

Stock Option Plan Overview

Dear [Employee's Name],

We are pleased to present you with an overview of our Stock Option Plan, designed to align your interests with those of our shareholders and encourage long-term commitment to [Company Name].

Program Highlights:

- **Eligibility:** All full-time employees who meet specific performance criteria.
- **Options Granted:** [Number of options granted] stock options annually.
- **Vesting Schedule:** Options vest over a [time period] period.
- **Exercise Price:** Set at [exercise price] per share.
- **Expiration:** Options expire [number of years] years after the grant date.

Benefits of Participation:

Participating in the Stock Option Plan provides you with the opportunity to:

- Benefit from the potential growth of [Company Name].
- Realize financial gains through stock price appreciation.
- Enhance your overall compensation package.

If you have any questions or would like more information regarding the Stock Option Plan, please do not hesitate to reach out to [Contact Person/HR Department].

Thank you for being an essential part of our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]