

Stock Option Plan Vesting Schedule

Dear [Employee's Name],

We are pleased to inform you about your stock options granted under the [Company's Name] Stock Option Plan. Below is the vesting schedule for your options:

Grant Date	Total Options Granted	Vesting Start Date	Vesting Schedule	Vested Options
[Grant Date]	[Total Options Granted]	[Vesting Start Date]	[e.g., 25% per year]	[Vested Options After Each Year]

Please note that your options will vest according to this schedule, subject to your continuous employment with the company.

If you have any questions regarding your stock options, feel free to reach out to the HR department.

Best regards,

[Your Name]
[Your Position]
[Company's Name]