

# Executive Stock Options Plan Update

Date: [Insert Date]

To: [Executive's Name]

From: [Your Name]

Subject: Updated Executive Stock Options Plan

Dear [Executive's Name],

We are pleased to inform you that the Executive Stock Options Plan has been updated to better align with the company's strategic goals and to enhance your compensation package. The key updates are as follows:

- **Option Grant Increase:** The number of stock options granted to you has been increased from [Old Amount] to [New Amount].
- **Vesting Schedule:** The vesting period has been adjusted to [New Vesting Schedule].
- **Exercise Price:** The new exercise price has been set at [New Price].
- **Expiration Date:** The options will now expire on [New Expiration Date].

We believe these changes will provide you with greater motivation and the opportunity to share in the company's success. Please review the updated plan document attached for further details.

Should you have any questions or require additional information, feel free to reach out.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]