

Equity Grant Offer Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have been selected to receive an equity grant from [Company Name] as part of our employee compensation program. This grant is a recognition of your valuable contributions to our team.

Grant Details

- **Grant Type:** [Type of Equity Grant, e.g., Stock Options, Restricted Stock Units]
- **Total Shares Granted:** [Number of Shares]
- **Grant Date:** [Grant Date]
- **Vesting Schedule:** [Vesting Period, e.g., 4 years with a 1-year cliff]
- **Exercise Price:** [Price per Share]

Please review the attached equity agreement for specific terms and conditions related to your grant.

We appreciate your dedication and look forward to your continued success at [Company Name]. If you have any questions regarding this equity grant, please feel free to reach out to [HR Contact Name/Department].

Sincerely,

[Your Name]

[Your Position]

[Company Name]