

Phantom Stock Offer Letter

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We are pleased to inform you that you have been selected to receive a phantom stock grant from [Company Name]. This offer reflects your valuable contributions to our team and aligns with our commitment to reward our employees.

Details of your phantom stock grant are as follows:

- **Number of Phantom Shares:** [Insert Number]
- **Grant Date:** [Insert Date]
- **Vesting Schedule:** [Insert Vesting Terms]
- **Value Calculation:** [Insert Calculation Method]

This grant provides the opportunity to receive cash payments based on the increase in value of [Company Name] stock over time. The phantom shares will vest according to the schedule mentioned above.

Please review the terms and conditions of this grant. If you accept this offer, please sign and return the enclosed copy of this letter by [Insert Deadline].

We look forward to your continued success with [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]