

Shareholder Briefing on Stock Option Restructuring

Date: [Insert Date]

Dear Shareholders,

We are reaching out to inform you of an upcoming briefing regarding the restructuring of our stock option plan. This initiative aims to align our compensation structure with our long-term business objectives and to enhance shareholder value.

Details of the briefing are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location] / [Insert Video Call Link]

During this session, we will cover:

1. The rationale behind the restructuring
2. Details of the new stock option plan
3. Expected impact on company performance and shareholder value
4. Q&A session

Your input as shareholders is invaluable, and we encourage your participation. Please RSVP by [Insert RSVP Date] to ensure your spot.

Thank you for your continued support and investment in [Company Name]. We look forward to seeing you at the briefing.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]