

# Shareholder Options Exercise Procedure

Date: [Insert Date]

To: [Employee's Name]

From: [Company Name]

Subject: Exercise of Shareholder Options

Dear [Employee's Name],

We are pleased to inform you that you are eligible to exercise your shareholder options as per the terms outlined in your grant agreement dated [Insert Grant Date]. Below are the steps to successfully complete the exercise procedure:

## Steps to Exercise Your Options:

1. Review your option grant details, including the number of options available and the exercise price.
2. Complete the Exercise of Stock Options Form attached to this letter.
3. Submit the completed form to the HR department by [Insert Deadline Date].
4. Make the necessary payment for the options you wish to exercise either via check or bank transfer (bank details provided separately).
5. Upon processing, you will receive a confirmation of your exercised options and the corresponding shares will be credited to your account.

If you have any questions regarding this process or require further assistance, please feel free to contact the HR department at [HR Contact Information].

Thank you for your continued contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]