

Employee Stock Option Grant Agreement

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Company Name: [Insert Company Name]

Dear [Employee Name],

We are pleased to inform you that you have been granted stock options to purchase shares of [Company Name]'s common stock under our Employee Stock Option Plan (the "Plan"). The details of your stock option grant are as follows:

- **Number of Options Granted:** [Insert Number]
- **Exercise Price:** [Insert Price]
- **Grant Date:** [Insert Grant Date]
- **Vesting Schedule:** [Insert Vesting Schedule]
- **Expiration Date:** [Insert Expiration Date]

As outlined in the Plan, you may exercise your options according to the vesting schedule mentioned above. Please refer to the official Plan document for additional terms and conditions related to your stock options.

We celebrate your contributions to [Company Name] and look forward to your continued success as a valued member of our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]