

# Employee Stock Option Grant Amendment

Date: [Insert Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

We are writing to inform you of an amendment to your original Employee Stock Option Grant dated [Original Grant Date]. After careful consideration, the following changes have been made:

1. **Option Quantity:** The total number of stock options granted has been amended from [Original Quantity] to [New Quantity].
2. **Exercise Price:** The exercise price per share has been amended from [Original Price] to [New Price].
3. **Vesting Schedule:** The vesting schedule will now be adjusted to [New Vesting Schedule Details].

All other terms and conditions of the original grant remain unchanged. Please sign and return a copy of this amendment to indicate your acceptance. If you have any questions, feel free to contact [Contact Person] at [Contact Email/Phone].

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

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

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[Employee Name]

Date: \_\_\_\_\_