

Employee Stock Option Participation Acceptance

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company Name: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally accept my participation in the Employee Stock Option Plan (ESOP) as outlined in the offer letter dated [Insert Offer Date].

After careful consideration, I am enthusiastic about the opportunity to contribute to the success of [Company Name] and participate in the ownership through stock options.

Please let me know if you require any additional information or paperwork to complete the process.

Thank you for this opportunity, and I look forward to contributing to the growth of our company.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]