

Stock Option Award Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that you have been granted stock options by [Company Name]. This grant is part of our commitment to recognize and reward your contributions to our success.

Details of your stock option award:

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

We believe that this award aligns your interests with that of our shareholders and will further motivate you to help us achieve our goals.

Please review the terms and conditions associated with this stock option grant, and feel free to reach out to [HR/Contact Name] at [Contact Information] if you have any questions.

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]