

Stock Option Exercise Confirmation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm that your request to exercise stock options has been processed. Below are the details of your transaction:

Employee Name: [Employee Name]

Option Grant Date: [Grant Date]

Number of Options Exercised: [Number]

Exercise Price: \$[Exercise Price]

Total Amount Due: \$[Total Amount]

Date of Exercise: [Exercise Date]

Thank you for your continued contributions to [Company Name]. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]