

Stock Option Plan Summary

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to welcome you to [Company Name]. As a part of your employment package, you are eligible to participate in our Stock Option Plan. Below is a summary of the plan.

Stock Option Plan Overview

Our Stock Option Plan is designed to provide employees with an opportunity to purchase shares of [Company Name] at a predetermined price. This plan aligns the interests of our employees with those of our shareholders.

Key Features of the Plan:

- **Eligibility:** All full-time employees after 6 months of employment.
- **Option Grant:** [Insert number of options] options will be granted to you.
- **Exercise Price:** The exercise price will be set at [Insert price].
- **Vesting Schedule:** Options will vest over a period of [Insert vesting period].
- **Expiration:** Options must be exercised within [Insert expiration period] following your departure from the company.

Important Dates:

- Option Grant Date: [Insert date]

- Vesting Start Date: [Insert date]

If you have any questions regarding the Stock Option Plan, please do not hesitate to reach out to HR.

Welcome again to the team! We look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]