

Subject: Termination of Stock Option Plan

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that the Stock Option Plan in which you have participated will be officially terminated effective [Insert Termination Date]. This decision has been made after careful consideration and is in accordance with company policy.

As a result, any unexercised stock options will no longer be valid after the termination date. We encourage you to review your current stock option status and exercise any available options before the termination date, if applicable.

If you have any questions regarding this termination notice or your stock options, please feel free to reach out to the HR department at [HR Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]