

# Employee Stock Options Exercise Instructions

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

Congratulations on your decision to exercise your stock options with [Company Name]. Below are the instructions to successfully complete the exercise:

## 1. Review Your Options

Please ensure that you review your option agreement to confirm the number of options that you can exercise, as well as the exercise price.

## 2. Complete the Exercise Form

Fill out the attached stock option exercise form, providing the necessary details, including:

- Your name
- Number of options being exercised
- Payment method

## 3. Payment

You can make payment via:

- Check
- Wire transfer
- Cashless exercise (if applicable)

## 4. Submit Your Form

Please submit the completed exercise form along with your payment to the HR department at [HR Email Address] or [HR Mailing Address] by [Deadline Date].

## 5. Confirmation

Once your submission has been processed, you will receive a confirmation of your stock option exercise within [Time Frame].

If you have any questions regarding this process, feel free to contact [HR Contact Name] at [HR Contact Number] or [HR Contact Email].

Thank you, and congratulations again on this important milestone!

Sincerely,

[Your Name]

[Your Position]

[Company Name]