

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Acceptance of Stock Options Grant**

Dear [Manager's Name],

I am writing to formally accept the stock options grant offered to me as outlined in the grant letter dated [date of grant letter]. I appreciate the opportunity and am excited about the potential benefits this represents for my future with [Company's Name].

Please consider this letter as my formal acceptance of the stock options grant, including the terms and conditions specified in the grant letter.

Thank you for your support and confidence in my contributions to [Company's Name]. I look forward to continuing to work toward our shared goals.

Sincerely,

[Your Name]

[Your Job Title]