

Employee Stock Options Performance Milestones

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We are pleased to inform you about the performance milestones associated with your employee stock options granted on [Grant Date]. As part of our commitment to rewarding your contributions to [Company Name], we have set the following milestones that you will need to achieve in order to exercise your stock options:

- **Milestone 1:** [Description of Milestone 1] - Deadline: [Insert Date]
- **Milestone 2:** [Description of Milestone 2] - Deadline: [Insert Date]
- **Milestone 3:** [Description of Milestone 3] - Deadline: [Insert Date]

Upon successful achievement of these milestones, you will be eligible to exercise your stock options as per the terms outlined in your stock option agreement.

We appreciate your hard work and dedication to helping [Company Name] reach its goals. If you have any questions regarding this letter or your stock options, please do not hesitate to reach out to [HR Contact Name] at [HR Contact Email].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]