

# Employee Stock Options Termination Notice

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are writing to inform you of the termination of your stock options with [Company Name], effective [Termination Date]. This decision has been made in accordance with the terms outlined in your stock option agreement.

Please note that you will have [insert duration, e.g., 90 days] to exercise any vested stock options. After this period, any unexercised options will be forfeited. We encourage you to review your options and consult with a financial advisor if necessary.

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]