

Employee Stock Options Transfer Agreement

Date: [Insert Date]

From: [Transferor's Name]

[Transferor's Address]

[City, State, Zip Code]

To: [Transferee's Name]

[Transferee's Address]

[City, State, Zip Code]

Dear [Transferee's Name],

This letter serves as a formal agreement for the transfer of stock options as outlined below:

1. Stock Options Details

- **Number of Options:** [Insert Number]
- **Stock Option Plan:** [Insert Plan Name]
- **Exercise Price:** [Insert Exercise Price]
- **Grant Date:** [Insert Grant Date]

2. Conditions of Transfer

The transfer of the above-mentioned stock options is subject to the approval of the company's board and the terms and conditions set forth in the stock option plan.

3. Representation

Both parties represent that they have the authority to enter into this agreement.

4. Signatures

By signing below, both parties agree to the terms of this Employee Stock Options Transfer Agreement.

[Transferor's Name]
[Transferor's Title/Position]

[Transferee's Name]
[Transferee's Title/Position]

Thank you for your attention to this matter.

Sincerely,
[Transferor's Name]
[Transferor's Contact Information]