

Employee Stock Options Vesting Schedule

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Position: [Insert Position]

Overview of Stock Options

Dear [Employee Name],

As part of your compensation package, you have been granted stock options. Below is the vesting schedule for your options:

Vesting Schedule

Vesting Date	Number of Options Vested	Cumulative Options Vested
[Vesting Date 1]	[Number of Options 1]	[Cumulative Options 1]
[Vesting Date 2]	[Number of Options 2]	[Cumulative Options 2]
[Vesting Date 3]	[Number of Options 3]	[Cumulative Options 3]

If you have any questions about your stock options or this schedule, please feel free to reach out to HR.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]