

# Restricted Stock Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to provide you with an update regarding your restricted stock units (RSUs) granted on [Insert Grant Date]. As of [Insert Update Date], the following changes and details apply:

- Total number of RSUs granted: [Insert Total Number]
- Vesting schedule: [Insert Vesting Schedule]
- Current status of vested and unvested shares: [Insert Details]
- Market value per share as of today: [Insert Market Value]

It is important to review these updates and consider the implications they may have for your financial planning. Should you have any questions or require further assistance, please do not hesitate to reach out to [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]