Date: [Date]

Subject: Notice of Vested Equity and Stock Options

Dear [Employee Name],

This letter is to provide you with an official update regarding your equity compensation with [Company Name]. As of [Date], you have reached a new vesting milestone according to the terms of your [Stock Option Agreement/Equity Grant Agreement] dated [Grant Date].

Vesting Summary:

- **Grant ID:** [Grant ID Number]
- **Total Shares Granted:** [Total Number]
- **Total Shares Vested to Date:** [Vested Number]
- **Current Exercise Price (per share):** $[Amount]
- **Grant Type:** [ISO/NSO/RSU]

Next Steps:

The vested shares/options listed above are now eligible for your use. You may view your full account details, expiration dates, and exercise options through our equity management portal at [Link to Portal].

Please note that the exercise of stock options may have tax implications. We recommend that you consult with a qualified tax advisor before making any decisions regarding your equity.

If you have any questions regarding this statement or the vesting schedule, please contact the Human Resources department or the Finance team at [Email/Phone Number].

Thank you for your continued contributions to [Company Name].

Sincerely,

[Name of Sender]
[Title]
[Company Name]