

Date: [Insert Date]

To:

[Plan Administrator Name/Human Resources Department]

[Company Name]

[Company Address]

From:

[Employee Name]

[Employee ID Number]

[Address]

Subject: Instruction for Division of Stock Options and Equity Interests

Dear Plan Administrator,

This letter serves as formal notification regarding the division of corporate equity interests held in my name under the [Insert Plan Name, e.g., 2020 Equity Incentive Plan]. Pursuant to the attached [Final Divorce Decree / Settlement Agreement / Court Order] dated [Insert Date], I am required to transfer or divide certain equity holdings with my former spouse, [Former Spouse Name].

Please process the following division of assets:

- **Vested Stock Options:** Transfer [Number or Percentage] of vested options to [Former Spouse Name].
- **Unvested Stock Options:** [Describe treatment of unvested options, e.g., to be held in trust or transferred upon vesting].
- **Restricted Stock Units (RSUs):** Transfer [Number or Percentage] of RSUs to the recipient identified above.
- **Common Stock:** Transfer [Number] of shares currently held in my brokerage account to the account of the recipient.

Recipient Information:

Name: [Former Spouse Name]

Social Security Number: [Insert SSN or provide via secure portal]

Address: [Former Spouse Address]

Brokerage Account Number (if applicable): [Insert Account Number]

I understand that this transfer may be subject to plan rules, vesting schedules, and tax withholdings. Please provide confirmation once this transfer has been initiated and notify me of any additional documentation or signatures required to finalize this request.

Sincerely,

[Signature]

[Printed Name]

Enclosure: Certified Copy of Court Order/Settlement Agreement