

[Company Name]
[Company Address]
[Date]

To: [Candidate Name]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. As part of your compensation package, and subject to the approval of the Company's Board of Directors, you will be granted an option to purchase shares of the Company's Common Stock.

Stock Option Details:

- **Option Type:** Non-Qualified Stock Options (NSO)
- **Number of Shares:** [Number] shares
- **Exercise Price:** The fair market value per share as determined by the Board of Directors on the date of grant (typically based on a 409A valuation).

Vesting Schedule:

The options will be subject to a [Number]-year vesting schedule. [Number]% of the shares shall vest on the one-year anniversary of your start date (the "Cliff"), and the remaining shares shall vest in equal monthly installments over the following [Number] months, provided you remain employed by the Company.

Governing Plan:

This grant will be subject to the terms and conditions of the [Year] Equity Incentive Plan and a Stock Option Agreement, which you will be required to sign as a condition of the grant. These documents contain important information regarding expiration dates, exercise procedures, and tax implications.

By signing below, you acknowledge that this letter provides a summary of the proposed equity incentive and does not constitute a legal grant of stock options.

Sincerely,

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

Accepted by:

[Candidate Name]

Date: _____