

Dear [Candidate Name],

We are pleased to offer you the following equity compensation as part of your employment with [Company Name]. This offer is subject to the approval of our Board of Directors.

Equity Grant Details:

- **Type of Equity:** [e.g., Incentive Stock Options (ISOs)]
- **Number of Shares:** [Number] Shares
- **Vesting Commencement Date:** [Start Date]

Vesting Schedule:

The shares will vest over a **four-year (48-month) period**, subject to your continued employment, based on a **one-year cliff**:

- **The Cliff:** 25% of the total shares will vest on the first anniversary of your Vesting Commencement Date.
- **Monthly Vesting:** Following the cliff, the remaining 75% of the shares will vest in equal monthly installments (1/48th of the total grant per month) over the next 36 months.

Terms and Conditions:

This grant will be governed by the [Year] Equity Incentive Plan and the associated Stock Option Agreement, which you will be required to sign. The exercise price per share will be determined by the Board of Directors at the time of the grant, based on the fair market value of the company's common stock.

Please indicate your acceptance of this offer by signing below.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Accepted by:

Signature: _____

Date: _____