

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name/Title]

Subject: Notification of Equity Award Vesting

Dear [Employee Name],

This letter is to formally notify you that a portion of your equity award is scheduled to vest on **[Vesting Date]**. This milestone is a result of your continued service and contributions to [Company Name].

The details of the vesting increment are as follows:

- **Grant Date:** [Insert Date]
- **Award Type:** [e.g., RSUs, Stock Options]
- **Total Shares/Units Vested:** [Insert Number]
- **Cumulative Vested to Date:** [Insert Number]

Please note that the vesting of these shares may be subject to applicable tax withholdings. You are encouraged to review your account on the [Insert Name of Equity Portal/Brokerage] platform to view your updated balance and manage your holdings.

If you have any questions regarding your vesting schedule or the tax implications of this event, please contact the Human Resources or Payroll department.

Thank you for your hard work and commitment to our collective success.

Best regards,

[Supervisor Signature]

[Supervisor Printed Name]

[Company Name]