

[Company Name]
[Company Address]
[Date]

To: [Candidate Name]

Dear [Candidate Name],

In connection with your employment with [Company Name] (the "Company"), we are pleased to offer you the opportunity to participate in the Company's equity incentive plan.

Subject to the approval of the Company's Board of Directors, you will be granted an option to purchase [Number] shares of the Company's Common Stock at an exercise price equal to the fair market value of the Common Stock on the date of the grant.

The specific terms of your options are as follows:

- **Total Shares:** [Number] shares
- **Vesting Start Date:** [Date]
- **Vesting Schedule:** [e.g., 4-year vesting with a 1-year cliff]. Specifically, 25% of the shares will vest on the first anniversary of your Vesting Start Date, and the remaining shares will vest in equal monthly installments over the following 36 months of continuous service.
- **Plan Documents:** 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.

This offer of stock options is an incentive for your future performance and does not constitute a guarantee of continued employment. The value of stock options may fluctuate and is dependent on the future success of the Company.

Please indicate your acceptance of this offer by signing below.

Sincerely,

[Sender Name]
[Title]
[Company Name]

Acceptance:

I accept the terms of this options placement offer.

Signature: _____

Date: _____