

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Candidate Name]
[Candidate Address]

Subject: Equity Compensation Offer - Technical Lead

Dear [Candidate Name],

We are pleased to offer you the position of Technical Lead at [Company Name]. In addition to your base salary and benefits, this letter outlines the equity compensation component of your employment offer.

1. Equity Grant

Subject to the approval of the Board of Directors, you will be granted [Number] [Stock Options / Restricted Stock Units (RSUs)] in [Company Name]. This grant represents approximately [Percentage]% of the company's current fully diluted equity.

2. Vesting Schedule

Your equity grant will be subject to a standard [Number]-year vesting schedule with a [Number]-month "cliff."

- [Percentage]% of the shares will vest on the one-year anniversary of your start date.
- The remaining [Percentage]% will vest in equal [Monthly/Quarterly] installments over the following [Number] years, provided you remain employed with the company.

3. Exercise Price

If applicable, 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 (FMV) as determined by a 409A valuation.

4. Plan Documents

This equity offer is subject to the terms and conditions of the [Company Name] [Year] Equity Incentive Plan and the associated Stock Option Agreement, which you will be required to sign upon board approval.

5. Tax Implications

Please note that the company does not provide tax advice. We recommend consulting with a financial or tax advisor regarding the implications of your equity grant, including potential 83(b) elections if applicable.

To accept this equity offer, please sign and return this letter by [Expiration Date].

Sincerely,

[Name of Hiring Manager/Executive]

[Title]

[Company Name]

Acceptance:

I accept the equity compensation terms outlined in this letter.

Signature: _____ Date: _____