

At-Will Employment Notice (Standard)

You are an at-will employee, and nothing in this [employee handbook, handbook, manual, policy manual, guideline e.g.] shall constitute a contract guaranteeing employment or compensation for any specific period of time.

At-Will Employment Notice

As an at-will employee, you or [Employer] can terminate your employment at any time with or without cause, reason, and/or notice. Nothing contained in any [employee handbook, handbook, manual, policy manual, guideline e.g.], or any workplace policy or rule of [Employer] and no verbal statements or promises made by employees or agents of [Employer] shall alter the at-will employment relationship between you and [Employer] or restrict the option of you or [Employer] to terminate the employment relationship.

Other Agreements Restricted

Furthermore, no manager, supervisor, or other organization representative or agent, including any representative or agent with hiring authority, other than the [President, Vice-President, Human Resources, e.g.], has the authority to enter into any agreement or contract for employment for any specified duration, or to make any agreement, promise, guarantee or commitment that contradicts the above.

Any agreement that contradicts your at-will status must be entered into by the [President, Vice-President, Human Resources Department e.g.] and will not be enforceable unless it is in writing and signed by you and by [President, Vice-President, Human Resources e.g.]. The agreement must specifically state that the at-will relationship between you and [Employer] has changed and a new standard is to be applied.

Questions About This Notice

If you have questions, suggestions or concerns about notice, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the EEO Department, the Compliance Department e.g.].

[If you feel uncomfortable discussing your questions, suggestions or concerns about this notice with [the person, the persons, the department e.g.] listed above, you can direct them to the [Human Resources Department, Personnel Department, EEO Department, Compliance Department e.g.] [or the President, CEO e.g.].]