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## **At-Will Employment Statement for Employee Manual**

To clarify for employees that their status is “at-will,” each page of the employee manual should contain the following wording at the bottom center of each page: “This is not an employment contract.” A more formal statement should be placed at the beginning of the manual, such as:

*This manual is not a contract, expressed or implied, guaranteeing employment for any specific duration. Although [the company] hopes that your employment relationship with us will be long-term, either you or the company may terminate this relationship at any time, with or without cause or notice.*

The employee manual must be very carefully drafted to avoid altering the at-will employment doctrine. The document should be carefully reviewed by an employment attorney each and every time it is revised.