## At-will policy: sample 1

Your employment with [Nonprofit Name] is a voluntary one and is subject to termination by you or [Nonprofit Name] at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of [Nonprofit Name] employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President or the Board of Directors, whichever is applicable.

These personnel policies are not intended to be a contract of employment or a legal document.

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Employees Signature

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Employees Printed Name

## At-will policy: sample 2

Employment with the company is "at-will." This means that you may terminate your employment at any time with or without notice or cause. It also means that the company can terminate your employment, at any time, with or without notice or cause. [Add if applicable: While the company generally adheres to progressive discipline, it is not bound or obligated to do so. Again, in the company’s sole discretion, you may be terminated at any time, with or without notice or cause]. In addition, the company may need to alter your employment status, employment hours, schedule or demote you at it's own discretion with or without notice or cause.

As an at will-employee, you are not guaranteed, in any manner, that you will be employed for any set period of time. No one in the company, except the President, in a written, signed contract, may make any representation or promise to you that you are other than an at-will employee. Any employee, manager or supervisor who makes such a representation or promise to you is not authorized to do so.

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| **Important Note from NAWA:** This information is provided for educational purposes only and does not constitute legal or technical advice. If you are unsure about anything covered in this sample, we suggest that you contact the appropriate agency or seek professional advice. |