

# <sup>1</sup>ABC Enterprises

Century Apartment Complex  
25 Centre Street NW  
Calgary, AB  
T2E 1P5

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May 15, 2019<sup>2</sup>

RE: Dr. Maria Acosta<sup>3</sup>  
Apt 123, 1500 Circle Crescent NW  
Calgary, AB T2T 2T2

To Whom It May Concern:

Dr. Maria Acosta is currently employed as a regular<sup>4</sup> part-time Marketing Representative at ACME Business Associates working an average of 30 hours per week<sup>5</sup>. She has been with the company since August 15, 2018<sup>6</sup>.

Should you have any questions or require further information regarding the above, please contact me at 1 403 555 5555<sup>7</sup>.

Respectfully  
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Chuck Phyllis  
ACME Business Associates Operations Manager

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Note: Letters offering employment will not be accepted as a proof of Alberta residency status for the purposes of AIMG Program eligibility.

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<sup>1</sup>printed on employer's letterhead and include employer address

<sup>2</sup>date letter was prepared, must not be before May 1, 2019

<sup>3</sup>applicant's name and address

<sup>4</sup>applicant's employment status

<sup>5</sup>for part-time, contract or casual positions, state average number of hours worked per week

<sup>6</sup>date of hire

<sup>7</sup>supervisor, manager or human resource representative contact information **in Alberta**

<sup>8</sup>signed by supervisor, manager or human resource representative