

## Alberta Letter of Employment Guidelines

Please ensure that your letter in support of the applicant's AIMG Program application contains all the following:

- Date the letter was prepared
- Applicant's name
- Applicant's address
- Applicant's employment status (e.g. full-time, part-time, casual, on-call)
- Average number of hours worked per week
- Date of hire (must be on or before Dec. 1, 2019)
- Daytime phone number of supervisor, manager, or human resource representative's contact information (**in Alberta**)
- Must be available for contact by the AIMG Program (July 31 – September 30, 2020)
- Signature of supervisor, manager, or human resource representative
- Printed on organization's letterhead, including mailing address and full official name of the organization

### **MODIFICATIONS TO EMPLOYMENT LETTER**

- Explanation for and date of lay off
- Absences greater than 3 weeks due to travel restrictions, self-isolation or self-quarantine

#### **Note to Employers:**

- In their letter, employers should note any absences of more than three weeks during the period of Dec. 1, 2019 to May 15, 2020, particularly if an employee could not return to work due to travel restrictions
- If your employee was laid off, but a letter can be provided to verify employment, please do so indicating length of employment and date of lay off.

#### **Note to Applicants:**

- More than one letter can be provided to cover the period of Dec. 1, 2019 to May 15, 2020.
- A Letter of Employment provided by a family member or a person residing at the same address as the applicant, OR by another individual who is applying to the AIMG Program 2021 Cycle, will NOT be accepted.
- Employees on extended leave from their place of employment cannot use this method of proving residency in Alberta. Please see AIMG website for other options.
- Letters offering employment will not be accepted as a proof of Alberta residency status for the purposes of AIMG Program eligibility.
- Letters of self-employment are NOT accepted. If working for a spouse/friend, hiring documentation is required.
- All proofs provided are subject to AIMG Program source verification.