

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; must not be before May 1, 2019
- Applicant's name
- Applicant's address
- Applicant's employment status
- If part-time, contract or casual positions, state average number of hours worked per week
- Date of hire
- Daytime phone number of supervisor, manager, or human resource representative's contact information **in Alberta**. (Must be available for contact by the AIMG Program (June 7 – July 31, 2019)).
- Signature of supervisor, manager, or human resource representative.
- Printed on organization's letterhead, including mailing address and full official name of the organization