



### ***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 be between May 1 and June 2, 2023)
- 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 December 1, 2022, unless job change occurred (see below))
- Daytime phone number and contact information of supervisor, manager, or human resource representative **(in Alberta)**
- Must be available for contact by the AIMG Program (June 5 through to September 1, 2023)
- Name and 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**

- If 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.
- If job change occurred, please provide last day of previous employment. Multiple employment letters or additional guarantor letter(s) will be required.
- Absences greater than 3 weeks due to travel, medical, or public health restrictions

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

- In their letter employers should note any absences of more than three weeks during the period of December 1, 2022, to May 18, 2023, particularly if an employee could not return to work due to travel restrictions.

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

- More than one letter can be provided to cover the period of December 1, 2022, to May 18, 2023.
- 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 2024 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.
- Applicants must support proof of all 24 weeks of residence in Alberta. If a substantial period of time (more than 2 weeks) is missing or employment is casual, additional letters will be required (i.e. guarantor letter(s)).
- 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.
- All proofs provided are subject to AIMG Program source verification.