



### ***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 7, 2024)
- 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, 2023, 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 (July 15 through to October 18, 2024)
- 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, 2023, to May 18, 2024.

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

- More than one letter can be provided to cover the period of December 1, 2023, to May 18, 2024.
- 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 2025 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 provide 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.**