



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 5, 2026).
- Applicant's full name.
- Applicant's current physical address.
- Applicant's employment status (e.g. full-time, part-time, casual, on-call).
- Average number of hours worked per week.
- Date of hire.
- 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 15 to September 18, 2026).
- 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.

Note to Employers:

- In their letter, employers should note any absences of more than three weeks in total (including leaves and vacations) during the period of December 1, 2025, to May 18, 2026.

Note to Applicants:

- **More than one letter can be provided to cover the period of December 1, 2025, to May 18, 2026.**
- 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 2027 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 continuous, day-to-day physical presence in Alberta (December 1, 2025 to May 18, 2026). **If employment documentation does not clearly demonstrate this (e.g., gaps in time, casual or inconsistent work), additional documentation will be required (i.e. guarantor letter(s)).**
- Letters offering employment will **NOT** be accepted as proof of Alberta residency for the purposes of AIMG Program eligibility.
- Letters of self-employment are **NOT** accepted.

All documentation submitted are subject to AIMG Program source verification.