

**From:** [Jodi Annett-Kish](#)  
**To:** [Magda Badura](#)  
**Cc:** [Joannah Johnston](#)  
**Subject:** West Lorne office  
**Date:** November 16, 2023 10:50:14 AM

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Greetings Magda,

As per our conversation today, this email is to confirm that we will be ending our lease as of December 31<sup>st</sup>, 2023 at 160 Main St in West Lorne and therefore are providing formal notice of the termination of our agreement with the Municipality of West Elgin.

On behalf of Employment Services Elgin, we would like to thank the West Elgin community for the many years of partnership and support in providing space for employment services at West Elgin Support Services. We hope to continue our connection as we offer employment services within the communities of West Elgin in the future.

Please let me know if you would also like to receive this notification more formally on ESE letterhead and I can provide that as well.

Kind regards,  
Jodi

**Jodi Annett-Kish**  
**Executive Director**  
**Elgin-St. Thomas Youth Employment Counselling Centre**

**Employment Services Elgin**  
400 Talbot Street  
St. Thomas, ON N5P 1B8  
[employmentserviceselgin.ca](http://employmentserviceselgin.ca)

**Employment Services Elgin**  
**West Elgin Support Services**  
160 Main Street  
West Lorne ON, N0L 2P0

**Ignite Youth Centre**  
745 Talbot Street  
St. Thomas, ON N5P 1E3  
[igniteyouthcentre.ca](http://igniteyouthcentre.ca)

**Phone:** 519-633-5200 Ext. 236

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