

[Your Name]
[Your Position]
JCPenney
[Store Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Store/Department Name]

Dear [Employee's Name],

I hope this message finds you well.

[Insert main content of the letter: updates, recognitions, changes in policy, or any important information relevant to the employee's role or the store.]

Thank you for your continued hard work and dedication to JCPenney. If you have any questions or need further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]
[Your Position]
JCPenney