

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]

TJ Maxx

[Store Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally express my concerns regarding [specific issue, e.g., workplace conditions, harassment, scheduling conflicts] I have been experiencing as an employee at TJ Maxx.

[Describe the issue in detail, including specific incidents, dates, and how it has affected you or your work environment.]

Despite my efforts to address this matter verbally, I feel that it has not yet been resolved. I am reaching out in hopes of finding a constructive solution that benefits both myself and the team.

Thank you for your attention to this matter. I look forward to discussing this with you and finding a resolution.

Sincerely,

[Your Name]

[Your Position]