

[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 message finds you well. I am writing to formally express my interest in renewing my employment contract with TJ Maxx, which is set to expire on [expiration date].
During my time at TJ Maxx, I have thoroughly enjoyed contributing to our team and providing excellent service to our customers. I believe my skills in [specific skills or experiences relevant to the job] have positively impacted our store operations.
I would appreciate the opportunity to discuss my contract renewal and any potential role adjustments or additional responsibilities that may be available. I am committed to my professional growth and to continuing to support the success of our team.
Thank you for considering my request. I look forward to your response.
Sincerely,
[Your Name]
[Your Job Title]