

[Your Name]  
[Your Position]  
TJ Maxx  
[Store Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Position]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disciplinary Action Notice

This letter serves as a formal notice regarding the disciplinary action being taken against you due to [briefly state the reason, e.g., repeated tardiness, failure to follow store policies, etc.].

On [date of incident or behavior], it was observed that [provide specific details of the incident/behavior]. This behavior is in violation of our company policies, particularly [cite specific policy or guideline, if applicable].

As a result of this behavior, we are implementing the following disciplinary action:

- [Detail the action, e.g., written warning, suspension, etc.]
- [Outline any conditions for improvement or further action if necessary]

We encourage you to reflect on this matter and work towards improving your performance. Your cooperation is essential for maintaining a positive and productive work environment.

Please sign and return a copy of this letter to acknowledge your receipt and understanding of its contents.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Position]

I, [Employee's Name], acknowledge receipt of this disciplinary action notice on [Date].

[Employee's Signature]  
[Employee's Printed Name]