

[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 am writing to formally notify you of my resignation from my position at TJ Maxx, effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to work with such a dedicated team and have learned a great deal during my time here. I am committed to making this transition as smooth as possible and will assist in training my replacement or transitioning my responsibilities.

Thank you for the support and guidance you have provided throughout my employment. I look forward to staying in touch.

Sincerely,

[Your Name]