

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

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Welcome to the TJ Maxx Team!

We are excited to have you join us as a [Job Title]. Your start date is scheduled for [Start Date]. We believe that you will be a valuable addition to our team and look forward to seeing the contributions you will make.

Please find below important information regarding your onboarding process:

1. ****Orientation****: Your first day will include an orientation session from [Start Time] to [End Time] at [Location]. This session will cover our company culture, policies, and your role in detail.
2. ****Documents to Bring****: Please bring the following documents:
 - Completed W-4 form
 - I-9 identification documents (e.g., passport, driver's license)
 - Direct deposit information (if applicable)
3. ****Uniform****: As a [Job Title], you will be expected to wear [Uniform Details/Attire]. Please ensure that you are dressed appropriately on your first day.
4. ****Schedule****: After your orientation, you will receive your work schedule. Our typical hours are [Typical Hours], and your availability will be discussed at orientation.

If you have any questions prior to your start date, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Once again, welcome to TJ Maxx! We are thrilled to have you on board and look forward to seeing you thrive in your new role.

Best regards,

[Your Name]
[Your Job Title]

TJ Maxx
[Company Address]
[Company Phone Number]
[Company Email Address]