

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

[Employee's Name]
[Employee's Job Title]
[Store Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Performance Review

I am writing to provide you with your performance review for the period of [Start Date] to [End Date]. This review is designed to assess your contributions, achievements, and areas for development.

1. ****Job Performance****

- [Positive feedback about specific tasks or projects completed]
- [Any areas needing improvement]

2. ****Teamwork and Collaboration****

- [Example of effective collaboration with colleagues]
- [Areas where teamwork could improve]

3. ****Customer Service****

- [Observations on customer interactions and service quality]
- [Suggestions for enhancing customer satisfaction]

4. ****Attendance and Punctuality****

- [Comments on attendance record and punctuality]
- [Acknowledge any improvements or concerns]

5. ****Goals for the Next Period****

- [Specific goals or objectives for the next review period]
- [Professional development opportunities]

In conclusion, I appreciate your hard work and dedication to TJ Maxx. I look forward to seeing your continued growth and success in the coming months.

Please feel free to reach out if you have any questions or would like to discuss this review further.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]