

[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 request a relocation to [New Location/Store Name] due to [brief reason for relocation, e.g., personal circumstances, family obligation, etc.]. Having been a part of the TJ Maxx team for [duration of employment] in [current store location], I have enjoyed my time here and have gained valuable experience. I believe that relocating to [New Location/Store Name] would not only allow me to continue my career with TJ Maxx but also help me balance my personal needs effectively.

I am happy to discuss this in further detail and explore the possibilities of transitioning to the new location. Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Job Title]