

[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 leave of absence from my position at TJ Maxx. I would like to request leave from [start date] to [end date] due to [brief reason, e.g., personal matters, medical reasons, family obligations, etc.].

I understand the importance of my role within the team and assure you that I will do my best to ensure a smooth transition before my departure. I am happy to assist in training a temporary replacement or handing over my responsibilities to a colleague.

Please let me know if you require any further information or documentation regarding my leave request. Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]  
[Your Job Title]