

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

Dear [Employee's Name],

We regret to inform you that your employment with TJ Maxx is being terminated effective [Termination Date]. This decision has been made after careful consideration and is based on [briefly outline reasons for termination, e.g., performance issues, violation of company policies, etc.].

Your final paycheck, which will include any accrued vacation or time off, will be processed and mailed to the address we have on file. Please return all company property, including uniforms and ID badges, by [date]. We appreciate your contributions during your time at TJ Maxx, and wish you the best in your future endeavors.

Sincerely,
[Your Name]
[Your Title]
TJ Maxx