

[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 transfer to [desired store/location] due to [brief reason for transfer, e.g., relocation, personal reasons].

Having enjoyed my time working at TJ Maxx, I am eager to continue my journey with the company in a new location. I believe my experience in [mention specific skills or roles] will allow me to contribute positively to the team at [desired store].

I appreciate your consideration of my request and am happy to discuss this further at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]
[Current Store Location]