

[Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Employee Warning Notice

This letter serves as a formal warning regarding your recent behavior/performance issues at TJ Maxx.

During the period of [specific dates], it has been observed that [describe the specific issue or behavior, including dates and instances]. This behavior is not in line with the expectations set forth in our Employee Handbook and company policies.

We take these matters seriously and wish to remind you of the following expectations:

1. [Expectation 1]
2. [Expectation 2]
3. [Expectation 3]

Please be aware that continued violations of company policy could lead to further disciplinary action, up to and including termination of employment.

We encourage you to take this warning seriously and to improve your performance moving forward. A follow-up meeting has been scheduled for [date and time] to discuss your progress.

If you have any questions or would like to discuss this matter further, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

TJ Maxx

[Contact Information]

cc: [HR Representative or Manager's Name]