

From

**Karissa Kugler**

Senior Communications Manager

To Whom It May Concern,

I am pleased to write this letter of recommendation for Manuel Torres, whom I have had the privilege of working with at the Hamilton/Burlington SPCA (HBSPCA).

During his time with us, Manuel consistently demonstrated a high level of organization and attention to detail. He quickly learned new software systems and regularly went beyond what was required of him, taking the initiative to deepen his knowledge and improve his performance. Not only was he a valuable support within my department, but his broad technical skillset allowed him to assist multiple departments with various computer systems, software, and programs advancing programs further than we could have taken it without his assistance.

Manuel is exceptionally dependable. He consistently arrives on time for his shifts and frequently offers to stay later to ensure tasks are completed efficiently. His strong work ethic and reliability make him someone the team can always count on.

In addition to his technical abilities, he is friendly, professional, and works very well with others. He contributes positively to team dynamics and is always willing to support his colleagues. His attitude and commitment make him a valuable asset in any workplace.

I am confident that Manuel will bring the same dedication, professionalism, and enthusiasm to any role he pursues. I highly recommend him without reservation.

Sincerely,

Karissa Kugler

Senior Communications Manager

kkugler@hbspca.com