

November 17, 2016

Stephen Babcock, Executive Vice President
Guidance in Giving
225 Snedecor Avenue
Bayport, NY 11705

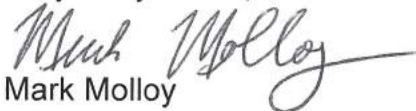
Dear Mr. Babcock,

I am writing this letter of commendation for Shannon Sullivan. In the few months I have had to work on the Capital Campaign at St. Thomas the Apostle, Shannon has been a steady influence on the committee and volunteers. I know that our success is due to Shannon's leadership. I hope that her qualities are a reflection of the type of employee Guidance in Giving hires.

Shannon knows her material. Her presentations at the receptions were spot on, touched with humor and always professional. She provided ready answers to questions and responded with empathy and understanding. She was open to feedback and always maintained an outward calm. Shannon took on action items without complaint. She took the tasks seriously and produced results.

Shannon's presentations at the committee meetings were succinct and readily understood. She spoke with confidence, courtesy, and intelligence. She remained on topic, kept the process moving and provided encouragement. She never appeared distressed, worried, or nervous. She is a professional in every sense. I hope that you amply reward Shannon for her service to St. Thomas the Apostle. I wish her success in all her endeavors.

Very Truly Yours,



Mark Molloy

Campaign Chairperson
St. Thomas the Apostle Parish
West Hartford, CT

Cc: Shannon Sullivan