

Leaver / Joiner Workpaper (2024 to 2025)

Headcount Roll-Forward (Prior – Leavers + Joiners = Current)

Item	Count
Active headcount at 2024 year-end	38.00
Less: leavers terminated in 2025	–6.00
Add: joiners hired in 2025	4.00
Active headcount at 2025 year-end	36.00

Leavers during 2025

Emp_ID	Name	Department	Position	Term_Date	Type	Last_Pay	Letter
EMP-0005	Harper Diaz	Legal	Sr Analyst	2025-07-28	Voluntary	2025-08-28	Yes
EMP-0002	Gianna Lopez	Marketing	Manager	2025-09-07	Voluntary	2025-09-28	Yes
EMP-0018	Victoria Watkins	Finance	Manager	2025-12-04	Voluntary	2025-12-28	Yes
EMP-0014	Rania Willis	HR	Analyst	2025-09-21	Voluntary	2025-09-28	Yes
EMP-0022	Grace Salameh	Finance	Coordinator	2025-04-26	Voluntary	2025-04-28	Yes
EMP-0023	Olivia Reynolds	Legal	Sr Analyst	2025-11-13	Voluntary	2025-11-28	MISSING

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary	Contract
EMP-0039	William Reynolds	Operations	Analyst	2025-07-22	56,100.00	Yes
EMP-0040	Lucas Abboud	Legal	Manager	2025-05-22	89,900.00	Yes
EMP-0041	Yara Wilson	Finance	Sr Analyst	2025-04-22	71,700.00	MISSING
EMP-0042	Jack Lee	HR	Analyst	2025-09-22	56,400.00	Yes

Cross-reference Term\_Date to payroll registers; confirm a resignation letter or contract for each name.