

Leaver / Joiner Workpaper (2024 to 2025)

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

Item	Count
Active headcount at 2024 year-end	34.00
Less: leavers terminated in 2025	-5.00
Add: joiners hired in 2025	7.00
Active headcount at 2025 year-end	36.00

Leavers during 2025

Emp_ID	Name	Department	Position	Term_Date	Type	Last_Pay	Letter
EMP-0032	Luca White	Legal	Coordinator	2025-05-10	Voluntary	2025-07-28	Yes
EMP-0028	Luna Rios	Operations	Coordinator	2025-11-19	Involuntary	2025-11-28	n/a
EMP-0012	Salma Ortiz	Finance	Sr Analyst	2025-02-15	Voluntary	2025-02-28	Yes
EMP-0003	Olivia Roberts	HR	Specialist	2025-11-09	Involuntary	2025-11-28	n/a
EMP-0024	Victoria Roberts	Sales	Sr Analyst	2025-01-27	Voluntary	2025-01-28	MISSING

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary	Contract
EMP-0035	Ava Estrada	IT	Manager	2025-02-20	86,500.00	Yes
EMP-0036	Olivia Carter	Operations	Coordinator	2025-04-08	41,100.00	Yes
EMP-0037	Elijah Gomez	HR	Analyst	2025-12-08	48,100.00	Yes
EMP-0038	Sophia Ortega	Legal	Analyst	2025-05-27	68,700.00	Yes
EMP-0039	Mia Assaf	Marketing	Coordinator	2025-12-22	37,600.00	Yes
EMP-0040	Luna Awad	Finance	Coordinator	2025-06-25	45,000.00	MISSING
EMP-0041	Amir Rios	Marketing	Coordinator	2025-12-13	42,900.00	Yes

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