

Leaver / Joiner Workpaper (2024 to 2025)

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

Item	Count
Active headcount at 2024 year-end	35.00
Less: leavers terminated in 2025	–4.00
Add: joiners hired in 2025	5.00
Active headcount at 2025 year-end	36.00

Leavers during 2025

Emp_ID	Name	Department	Position	Term_Date	Type	Last_Pay	Letter
EMP-0018	Sophia White	Legal	Director	2025-10-23	Voluntary	2025-11-28	Yes
EMP-0017	Khalid Moore	Legal	Analyst	2025-07-01	Voluntary	2025-07-28	Yes
EMP-0009	William Hall	Marketing	Analyst	2025-03-17	Involuntary	2025-03-28	n/a
EMP-0007	Victoria Sandoval	HR	Analyst	2025-06-17	Voluntary	2025-06-28	MISSING

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary	Contract
EMP-0036	Aria Wheeler	Legal	Director	2025-04-25	155,600.00	MISSING
EMP-0037	Salma Green	Sales	Director	2025-01-21	110,000.00	Yes
EMP-0038	Samir Wright	HR	Director	2025-03-21	99,900.00	Yes
EMP-0039	Elizabeth Green	Legal	Coordinator	2025-12-16	41,500.00	Yes
EMP-0040	Elizabeth Matthews	Operations	Manager	2025-07-12	85,200.00	Yes

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