

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	–3.00
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-0029	James Carpenter	Finance	Specialist	2025-07-19	Voluntary	2025-09-28	Yes
EMP-0010	Mason Assaf	Legal	Analyst	2025-07-03	Voluntary	2025-07-28	Yes
EMP-0005	Alexander Sullivan	HR	Specialist	2025-05-17	Voluntary	2025-05-28	MISSING

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary	Contract
EMP-0036	Evelyn Haddad	HR	Sr Analyst	2025-10-01	60,500.00	MISSING
EMP-0037	Luna Wilson	Finance	Coordinator	2025-07-10	46,600.00	Yes
EMP-0038	Rania Harris	Finance	Coordinator	2025-10-28	43,900.00	Yes
EMP-0039	Khalid Mansour	HR	Coordinator	2025-01-12	42,000.00	Yes

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