

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	–4.00
Add: joiners hired in 2025	6.00
Active headcount at 2025 year-end	36.00

Leavers during 2025

Emp_ID	Name	Department	Position	Term_Date	Type	Last_Pay	Letter
EMP-0002	Benjamin Wilson	Legal	Analyst	2025-11-27	Involuntary	2025-11-28	n/a
EMP-0032	Henry Wright	Operations	Sr Analyst	2025-09-15	Involuntary	2025-09-28	n/a
EMP-0026	Mateo Diaz	Legal	Specialist	2025-09-04	Voluntary	2025-11-28	Yes
EMP-0022	Levi Berry	Marketing	Sr Analyst	2025-11-28	Voluntary	2025-11-28	MISSING

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary	Contract
EMP-0035	Amir Chapman	Finance	Coordinator	2025-05-08	38,500.00	Yes
EMP-0036	Sophia Martin	Operations	Analyst	2025-07-05	57,900.00	Yes
EMP-0037	Bilal Watkins	HR	Manager	2025-03-19	76,200.00	Yes
EMP-0038	James Ramirez	Finance	Sr Analyst	2025-11-18	73,700.00	MISSING
EMP-0039	Dalia Sanchez	Legal	Analyst	2025-12-11	55,200.00	Yes
EMP-0040	Levi Garcia	HR	Sr Analyst	2025-12-26	65,700.00	Yes

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