

Leaver / Joiner Workpaper (2024 to 2025)

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

Item	Count
Active headcount at 2024 year-end	36.00
Less: leavers terminated in 2025	–4.00
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-0001	Rania Lopez	Finance	Sr Analyst	2025-08-25	Voluntary	2025-10-28	Yes
EMP-0036	Sophia Johnson	Finance	Sr Analyst	2025-09-11	Voluntary	2025-09-28	Yes
EMP-0024	James Ortiz	Marketing	Specialist	2025-01-02	Voluntary	2025-01-28	Yes
EMP-0016	Aria Contreras	Legal	Manager	2025-01-07	Voluntary	2025-01-28	MISSING

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary	Contract
EMP-0037	Chloe Nguyen	IT	Analyst	2025-04-23	55,300.00	Yes
EMP-0038	Lucas Wilson	Finance	Specialist	2025-03-06	59,900.00	Yes
EMP-0039	Chloe Willis	Marketing	Director	2025-03-11	97,400.00	MISSING
EMP-0040	Theodore Moore	Marketing	Director	2025-08-02	95,200.00	Yes

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