

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	–6.00
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-0013	Bilal Wilson	Legal	Coordinator	2025-05-27	Voluntary	2025-07-28	Yes
EMP-0011	Mateo Matthews	HR	Coordinator	2025-07-07	Voluntary	2025-07-28	Yes
EMP-0018	Liam Allen	Marketing	Analyst	2025-12-23	Voluntary	2025-12-28	Yes
EMP-0019	Jack Youssef	Legal	Analyst	2025-10-22	Voluntary	2025-10-28	Yes
EMP-0028	Elizabeth Matthews	Operations	Analyst	2025-10-21	Involuntary	2025-10-28	n/a
EMP-0005	Dalia Chapman	Marketing	Sr Analyst	2025-04-06	Voluntary	2025-04-28	MISSING

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary	Contract
EMP-0036	Bilal Baker	Finance	Coordinator	2025-03-07	44,300.00	Yes
EMP-0037	Gianna Assaf	Sales	Sr Analyst	2025-10-21	63,400.00	Yes
EMP-0038	Evelyn Martin	Sales	Analyst	2025-03-05	55,900.00	Yes
EMP-0039	Khalid Adams	Finance	Coordinator	2025-12-18	42,400.00	Yes
EMP-0040	Rania Berry	Finance	Analyst	2025-12-27	46,300.00	MISSING
EMP-0041	Dalia Martin	IT	Coordinator	2025-03-24	47,400.00	Yes
EMP-0042	Dalia Najjar	HR	Analyst	2025-06-20	53,800.00	Yes

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