

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	–5.00
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-0005	Yara Abboud	Operations	Analyst	2025-02-25	Voluntary	2025-03-28	Yes
EMP-0020	Victoria Rivera	HR	Coordinator	2025-06-26	Voluntary	2025-06-28	Yes
EMP-0028	Lucas Jones	Operations	Analyst	2025-03-06	Voluntary	2025-03-28	Yes
EMP-0031	Grace Moore	Finance	Sr Analyst	2025-01-17	Voluntary	2025-01-28	Yes
EMP-0022	Grace Richards	Finance	Sr Analyst	2025-06-14	Voluntary	2025-06-28	MISSING

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary	Contract
EMP-0036	Elijah Greene	HR	Coordinator	2025-10-07	40,600.00	Yes
EMP-0037	Salma Mansour	Legal	Manager	2025-02-21	94,300.00	Yes
EMP-0038	Bilal Guerrero	IT	Coordinator	2025-03-13	47,300.00	Yes
EMP-0039	Levi Harper	Operations	Manager	2025-12-13	91,100.00	MISSING
EMP-0040	Jack Assaf	Finance	Sr Analyst	2025-02-18	63,400.00	Yes
EMP-0041	Salma Hernandez	Marketing	Analyst	2025-04-12	47,400.00	Yes

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