

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	–3.00
Add: joiners hired in 2025	3.00
Active headcount at 2025 year-end	36.00

Leavers during 2025

Emp_ID	Name	Department	Position	Term_Date	Type	Last_Pay	Letter
EMP-0034	Amir Harris	Marketing	Specialist	2025-09-18	Voluntary	2025-10-28	Yes
EMP-0002	Sebastian Miller	IT	Coordinator	2025-01-14	Involuntary	2025-01-28	n/a
EMP-0013	Camila Chapman	Sales	Manager	2025-05-10	Involuntary	2025-05-28	n/a

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary	Contract
EMP-0037	Samir Matthews	Operations	Analyst	2025-09-16	47,400.00	Yes
EMP-0038	Samir Davis	Finance	Director	2025-06-04	126,900.00	Yes
EMP-0039	Lucas George	Operations	Sr Analyst	2025-03-22	68,200.00	MISSING

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