

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-0035	Emma Lawrence	Finance	Sr Analyst	2025-08-01	Voluntary	2025-10-28	Yes
EMP-0008	Lucas Valdez	Legal	Manager	2025-08-09	Involuntary	2025-08-28	n/a
EMP-0024	Amelia Lopez	Legal	Sr Analyst	2025-07-28	Involuntary	2025-07-28	n/a

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary	Contract
EMP-0037	Samir Anderson	Legal	Specialist	2025-03-16	66,300.00	Yes
EMP-0038	Dalia Haddad	Marketing	Manager	2025-01-01	91,300.00	Yes
EMP-0039	Isabella Carpenter	IT	Sr Analyst	2025-11-07	83,600.00	MISSING

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