

Leaver / Joiner Workpaper (2024 to 2025)

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

Item	Count
Active headcount at 2024 year-end	38.00
Less: leavers terminated in 2025	-6.00
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
EMP-0024	Henry Chapman	Operations	Specialist	2025-04-14	Voluntary	2025-06-28
EMP-0004	Khalid Khalil	Operations	Manager	2025-12-28	Involuntary	2025-12-28
EMP-0007	Aria Rodriguez	Sales	Coordinator	2025-10-19	Voluntary	2025-10-28
EMP-0015	Benjamin Scott	Legal	Sr Analyst	2025-01-06	Voluntary	2025-01-28
EMP-0034	Samir Martin	Legal	Manager	2025-12-20	Voluntary	2025-12-28
EMP-0018	Bilal Berry	Operations	Analyst	2025-09-16	Voluntary	2025-09-28

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary
EMP-0039	Charlotte Moore	HR	Specialist	2025-02-18	50,600.00
EMP-0040	Olivia Youssef	HR	Director	2025-01-21	117,700.00
EMP-0041	James Reynolds	Marketing	Manager	2025-07-21	81,100.00
EMP-0042	Yara Sullivan	Operations	Coordinator	2025-06-22	37,400.00