

Leaver / Joiner Workpaper (2024 to 2025)

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

Item	Count
Active headcount at 2024 year-end	39.00
Less: leavers terminated in 2025	–6.00
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
EMP-0011	Levi Wright	Operations	Sr Analyst	2025-07-07	Voluntary	2025-09-28
EMP-0016	Noah Miller	Legal	Coordinator	2025-01-15	Involuntary	2025-01-28
EMP-0031	Khalid Boulos	Sales	Coordinator	2025-09-03	Voluntary	2025-09-28
EMP-0026	Mia George	Finance	Sr Analyst	2025-02-10	Voluntary	2025-02-28
EMP-0020	Chloe Najjar	Finance	Specialist	2025-07-22	Voluntary	2025-07-28
EMP-0033	Fadi Lopez	Sales	Coordinator	2025-06-05	Voluntary	2025-06-28

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary
EMP-0040	Oliver Pena	IT	Coordinator	2025-08-12	47,800.00
EMP-0041	Mia Wheeler	Sales	Sr Analyst	2025-07-18	64,100.00
EMP-0042	Luna George	Marketing	Sr Analyst	2025-12-06	66,500.00