

Employee Departure Details

Source: HRIS Extract — Northbridge Advisory Partners Extracted: Current offboarding cycle Prepared by: HRIS Administrator, HR Systems

Departing Employee 1

Field	Value
Role	Senior Consultant
Department	Data & AI Advisory
Reports To	Practice Head, Data & AI Advisory
Employment Start	2023-01-16
Tenure	3 years 2 months
Last Working Day	2026-04-11
Departure Type	Voluntary — Resignation
Stated Reason	"Accepted an external role with better compensation"
Notice Period	4 weeks (standard)
Job Grade	G6 (Note: HRIS still shows legacy grade "C3" from pre-acquisition mapping — grade was updated to G6 in the 2025 harmonisation but the system field was not refreshed)
System Access	SAP SuccessFactors, Power BI dashboards, Azure DevOps, Client CRM, SharePoint — Data & AI practice site
Equipment	Laptop (asset tag DA-2291), second monitor, access badge
Exit Interview Status	Completed 2026-03-26

Manager Notes (from Practice Head, Data & AI Advisory): "Strong performer. Tried to counter-offer but couldn't match. Has two active client projects — handover will need at least two weeks overlap with the replacement or a senior team member."

Departing Employee 2

Field	Value
Role	HRIS Analyst
Department	HR Systems
Reports To	HRIS Administrator, HR Systems
Employment Start	2024-07-08
Tenure	1 year 9 months
Last Working Day	2026-04-18
Departure Type	Voluntary — Resignation
Stated Reason	"Limited career progression opportunities"
Notice Period	4 weeks (standard)

Field	Value
Job Grade	G4
System Access	SAP SuccessFactors (admin), Workday Sandbox, JIRA, Power BI (edit access), Internal HR Analytics Portal
Equipment	Laptop (asset tag HS-0847), access badge
Exit Interview Status	Completed 2026-03-31

Manager Notes (from HRIS Administrator, HR Systems): "Good technical skills but frustrated by the lack of a clear development path. We discussed a possible move to the analytics team six months ago but never formalised it. The team is now down to two analysts — this will create a backlog on the data migration project."

Departing Employee 3

Field	Value
Role	Associate Consultant
Department	Risk & Compliance Advisory
Reports To	Practice Head, Risk & Compliance Advisory
Employment Start	2025-07-14
Tenure	8 months
Last Working Day	2026-04-04
Departure Type	Voluntary — Resignation
Stated Reason	"Role not as described during hiring process"
Notice Period	2 weeks (probation period)
Job Grade	— (field blank in HRIS; onboarding setup note says "pending classification")
System Access	SharePoint — Risk practice site, Client CRM (read-only), email
Equipment	Laptop (asset tag RC-1103), access badge
Exit Interview Status	Scheduled but not yet completed as of extract date

Manager Notes (from Practice Head, Risk & Compliance Advisory): (No notes recorded in HRIS.)

Data Quality Notes

- Employee 1's job grade field still shows the legacy "C3" value. The correct post-harmonisation grade is G6. The HRIS Administrator has flagged this as a known issue affecting approximately 40 records from the 2024 Meridian Group acquisition.
- Employee 3's job grade is missing entirely — the onboarding intake form was only partially completed. The Risk & Compliance practice did not use the standard onboarding checklist for hires made during the managed-services ramp-up.
- Employee 3's exit interview was listed as "Scheduled" at extract time. It may or may not have been completed by the time this pack is used. The current firm-wide exit interview completion rate is 41%, well below the 80% target.