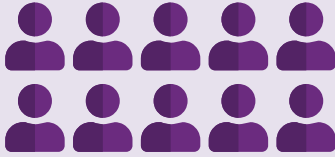## Step 1

10

At the start of the year XX Marketing employed **10 people**.
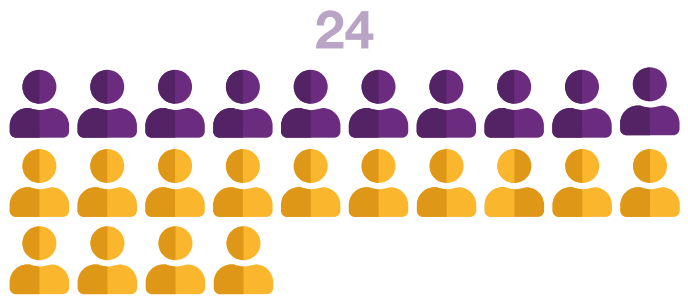
14

Since then, the company has grown to **14 staff members**.

Step 2

Firstly, XX Marketing need to work out their average number of employees.

To do this they add the amount of employees they had at the start of the period (10) to the amount they have at the end (14) and divide by 2.

This gives them an average of 12 employees.

24

÷ 2

12

Step 3

Next, they need to find out how many people left the company during that period of time. In this case, XX Marketing *lost 3 staff members* over the year.

To work out their turnover rate, they must divide the amount of employees lost by the average amount of employees. So, in this case **3÷12**.

3

÷ 12

0.25

Step 4

Finally, multiply this figure by 100 to get the total turnover rate. In the case of XX Marketing, their turnover rate is 25%.

Turnover rate: 25%

25%