MICROSOFT CORP
Form DEFA14A
October 21, 2014

UNITED STATES SECURITIES AND EXCHANGE COMMISSION

Washington, D.C. 20549

SCHEDULE 14A

Proxy Statement Pursuant to Section 14(a) of the

Securities Exchange Act of 1934 (Amendment No. __)

Filed by the Registrant x

Filed by a Party other than the Registrant ¨

Check the appropriate box:

¨   Preliminary Proxy Statement

¨   **Confidential, for Use of the Commission Only (as permitted by Rule 14a-6(e)(2))**

¨   Definitive Proxy Statement

x   Definitive Additional Materials

¨   Soliciting Material Pursuant to §240.14a-12

Microsoft Corporation

(Name of Registrant as Specified In Its Charter)

(Name of Person(s) Filing Proxy Statement, if other than the Registrant)

Payment of Filing Fee (Check the appropriate box):

x   No fee required.

¨   Fee computed on table below per Exchange Act Rules 14a-6(i)(4) and 0-11.

(1)   Title of each class of securities to which transaction applies:

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(3) Per unit price or other underlying value of transaction computed pursuant to Exchange Act Rule 0-11 (set forth the amount on which the filing fee is calculated and state how it was determined):

(4) Proposed maximum aggregate value of transaction:

(5) Total fee paid:

¨ Fee paid previously with preliminary materials.

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(1) Amount Previously Paid:

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(3)   Filing Party:

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From: Amy Hood

To: Microsoft - All Employees (QBDG)

Subject: Proxy Voting by Microsoft Shareholders

Every year, shareholders are given the opportunity to participate directly in the governance of Microsoft through the proxy voting process.

If you own Microsoft shares, I encourage you to vote your proxy and take an active role in the overall governance of our company.

This year, shareholders are asked to consider and vote on the following matters:

1. Election of directors

2. Advisory vote on executive compensation

3. Ratification of Deloitte & Touche LLP as our independent auditor for fiscal year 2015

4. One shareholder proposal as described in the Proxy Statement

5. Other business as may properly come before the meeting

Over the next few days, **you will receive your notice of availability of proxy materials and proxy voting instructions** either via email from id@ProxyVote.com, or in the postal mail, depending on where your shares are held. In either case, we encourage you to **vote electronically** by following the instructions in the materials you receive.

If you do not receive proxy materials and believe that you should have, or if you have questions regarding Microsoft s proxy voting, please email Microsoft Investor Relations at proxyq@microsoft.com.

The proxy materials as well as this year s Annual Report to shareholders can also be viewed on the Investor Relations website.

Microsoft releases its Citizenship Report in conjunction with our Annual Report to give our stakeholders a full view of Microsoft s financial and non-financial performance over the past fiscal year. We believe that our company s commitment to corporate citizenship contributes long-term value to our business, our shareholders, and communities around the world. We hope employees will explore topics of interest to them in this report and take pride in Microsoft s citizenship efforts globally.

Thanks,

Amy