

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

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
- 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):

- No fee required.
- Fee computed on table below per Exchange Act Rules 14a-6(i)(4) and 0-11.
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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): _____
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- Check box if any part of the fee is offset as provided by Exchange Act Rule 0-11(a)(2) and identify the filing for which the offsetting fee was paid previously. Identify the previous filing by registration statement number, or the Form or Schedule and the date of its filing.
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Update Relating to Outside Directorships

Microsoft filed its definitive proxy statement for its 2021 Annual Shareholders Meeting on Form DEF14A on October 14, 2021. Page 22 of the proxy statement lists Microsoft director Reid Hoffman as a member of two other public company boards of directors, Reinvent Technology Partners and Reinvent Technology Partners Z. Each of these companies completed a merger transaction in August 2021. Following these transactions, Mr. Hoffman continues to serve on the board of directors of Joby Aviation, the successor to Reinvent Technology Partners, but no longer serves on the board of directors of Reinvent Technology Partners Z or its successor.